

## Confidentiality Policy



Scotter Pre -School/OOSC recognise that we are in a very privileged position and that our work will give us access to sensitive and confidential information. We have a commitment to ensuring that all information shared with us will only be used to enhance the welfare of an individual. We will ensure all Committee members, staff, volunteers, and students are informed of and understand our confidentiality policy and will be made aware that any breach of confidentiality may lead to disciplinary action which could lead to summary dismissal on the grounds of Gross Misconduct and will be asked to sign a record to agree that they have read the policy and agree to abide by it.

All personnel will be made aware that even after leaving the employment of the Pre -school the Confidentiality policy should be adhered to at all times.

It is a requirement that records are kept as follows:

1 Personal records of each child's personal information is kept in a folder. The Observations are kept separately in children's Special Books. Parents can access these records at any time.

2 Developmental records will be kept in each child's own Special Book. These include observations, assessment developmental records, photographs and samples of the child's work. Developmental records will be stored appropriately to ensure confidentiality within the main hall, and can be accessed at any time and contributed to by staff, the child and the child's parents.

3 Staff Records. Each staff member , paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records. This file can be accessed by the individual to whom the file relates upon request to the manager.

Student Records. Each student will have a file containing personal information, emergency contact numbers, next of kin, and induction. This file can be accessed by the individual to whom the file relates upon request to the manager.

Medication Records. Individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.

Accident and Incident Records. Individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and the outcome. The record will include counter signature.

All records relating to the children and individuals who have worked within the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance from Ofsted.

### **Breach of Confidentiality.**

All Committee/staff/students/volunteers are expected to regard confidentiality as duty and a responsibility. Committee/staff/student/volunteers who disclose information observed or heard without proper authorisation, will be subject to the setting's disciplinary procedure and this could lead to the termination of their contract.

Sharing information with confidence.

- Information given will be shared on a need to know basis with the child's key person, other team members in the setting where necessary and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making workforce decisions.

Access to personal information procedure.

Parents may request access to records held on their child by the following procedure.

- Any request to see the child's personal record by a person with parental responsibility must be made to the Manager in writing. (Where a verbal request is made the following process will still be applied).
- The Manager will reply with a written acknowledgement.
- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.
- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children's Board, can refuse consent to disclose, preferring the individual to go to them.
- When all consent/refusals to disclose have been received these are attached to the copy of the request letter.
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.
- The information will be supplied by hard copy.
- The child's parent/carer may verbally request to see their child's Special Book at any time, to read or to make a contribution to. This request can be made to their child's Key Person and can be accessed at any time.

Data Protection

Scotter Preschool/OOSC is required to keep and maintain records to comply with Ofsted registration and/or requirements of The Children Act 1989 and comply with the principles which state that personal data must be:

- 1 Obtained and processed fairly and lawfully.
- 2 Held for lawful purpose
- 3 Used only for the purpose stated
- 4 Accurate and up to date
- 5 Held no longer than the required time
- 6 Accessible to the individual concerned, or individuals with parental responsibility
- 7 Surrounded by proper security
- 8 Disclosed only using the access to information procedure

We have checked the requirements of the Data Protection Act 1998 and are registered.

Useful information and data protection registration/exemption – [www.ico.gov.uk](http://www.ico.gov.uk)

This policy has been approved and adopted by Scotter Preschool/OOSC.

Date written:.....Date to be reviewed:.....

Signed;

Committee representative:..... Date:.....

Preschool Manager:..... Date:.....

OOSC Supervisor:..... Date:.....