



Heronswood Pre-School & Wraparound

CONFIDENTIALITY POLICY

In the Pre-School setting, our staff and the manager can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education within our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; this means the storing and sharing of information takes place within the framework of the Data Protection Act and Human Rights Act.

Some documents, such as registration forms, permission slips, accident reports, incident reports and details of fees paid or owing are available to staff as required for use during the sessions. Other information regarding children and their families and correspondence with parents and carers is available to only those members of staff directly affected, i.e. on a 'need to know' basis.

Staff are also entitled to confidentiality and therefore staff records, application, contracts, appraisals, inductions, personal details, etc., are available only to that member of staff and the manager. Members of the governing body would also be allowed access to these records if required, e.g. for the recruitment process or disciplinary action.

Financial accounts are available to the Manager, Head of School, and Governors and annual accounts will be made generally available.

Confidentiality Procedures

- Parents have access to records of their own children, but not any other children.
- All personnel, including Volunteers, Students, Staff, Head of School, Governors and Trustees will be made aware of this policy, and will be required not to pass on any information other than as described above. Breaches of this policy constitute misconduct, and in some cases gross misconduct, and will result in disciplinary action.
- We always check whether parents regard the information they share with us to be regarded as confidential or not.
- Some parents may share information about themselves with other parents as well as staff. The setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- We inform parents when we need to record confidential information beyond the general personal information we keep – for example any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of safeguarding children and any contact or correspondence with external agencies in relation to their child.
- We keep all records securely
- Volunteers, Students, Staff, Head of School, Governors and Trustees adhere to our confidentiality policies and procedure.

Policy written – February 2017

By Pat Croom – Pre-School Manager

Ratified by Governors – May 2017

Policy to be reviewed – February 2019