



SAFEGUARDING CHILDREN - CONFIDENTIALITY

Policy statement

Definition: 'Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.' (Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)).

At Rainbow's End Pre-school we aim to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in 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; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. As a data controller we have registered with the Independent Commissioner's Office (ICO).

Procedures

Parents will have ready access to the files and records of their own children but will not have access about any other child or staff. All personal information will be locked in the office.

Staff will not discuss individual children, other than for purposes of curriculum planning and wellbeing/group management, with people other than parents/carers of that child.

Information given by parents/carers to the pre-school manager or key person will not be passed on to other adults without permission unless it is deemed appropriate to inform staff in cases where this ensures the wellbeing of the child.

Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions. Personnel details will be locked in the office.

All committee members must be made aware that any issues discussed at officers' meetings are confidential unless otherwise advised.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file. Information may need to be shared with staff members at the manager and DSLs discretion if in the interest of the child's personal safety. This information will be locked in the office.

Students undertaking qualifications and training, when they are observing in the pre-school will be advised of our confidentiality policy as part of their induction pack and required to respect it.

All the undertakings above are subject to the pre-school's paramount commitment to the safety and interest of the child. Please see also our policy on safeguarding.

Legal framework

Data Protection Act 1998

Human Rights Act 1998

Policy Review

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School

Date: 01.01.2024

Policy Review Date: 31.12.2024 (or sooner if required)