



Brenchley Pre-School Limited

Confidentiality Policy

Policy statement

At Brenchley Pre-School all our staff 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 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 General Data Protection Regulations (GDPR 2018), Freedom of Information Act 2000 and the Human Rights Act.

Confidentiality procedures

- We inform parents when we need to record confidential information beyond the general personal information we keep for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely according to our GDPR Procedure 2018
- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- On-line Learning Journals (Tapestry) has a robust confidentiality procedures (See Tapestry Policy)
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and information gained about families will be not be discussed outside the environment unless on specific Safeguarding or LIFT meetings and must have prior permission from the parents.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely whilst remaining as accessible as possible.

- Should a keyperson or parent need access off site to the child's learning journey, the keyperson/parent will acknowledge this in a signed record book. Keypersons will transport the learning journey offsite in a lockable case, access to these files whilst at home will only be permitted by the keyperson
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect it.
- Parents' permission will be sought before photographs are taken of children, either as individuals or in groups. Permission is normally asked in the registration form.

Legal framework

- General Data Protection Regulations 2018
- Freedom of Information Act 2000
- Human Rights Act 1998

Further guidance

- Information Sharing: Practitioners' Guide (HMG 2006)
www.everychildmatters.gov.uk/_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf

This Policy was reviewed at a Management Meeting held on Friday 2nd November 2018



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited