

CONFIDENTIALITY

The Pre-school's work with children and families will sometimes bring us into contact with confidential information. At this pre-school staff understand that all information about children and their families is confidential and should never be discussed outside the pre-school. The pre-school supervisor ensures that all staff members are aware of the need to maintain privacy and confidentiality and all members of staff and students will have this policy explained to them and be expected to sign to say they agree to it.

- Parents and carers have free access to all information kept on their own child (except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so). Staff will not discuss any child with anyone other than parents/carers or senior staff at the setting.
- Records of progress across the Early Years Foundation Stage are usually passed on to schools when the child leaves our Nursery. If parents prefer this not to happen then their wishes will be respected.
- Photographs of children taken in the course of the session are used for record keeping purposes and form a part of the individual child's learning journey. Permission is sought from parents/guardians before photographs are taken of any child.
- Separate permission is sought for photographs taken at events and outside activities (such as fundraising events) which may be used for publicity purposes (e.g. on the web site).
- Parents are requested not to use their personal photographs on social networking sites where they include any child other than their own.
- Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with other people other than the parents/carers of that child.
- Committee members are required to sign a confidentiality agreement preventing disclosure of any information they may acquire during the period of their service.
- Parent helpers are not given access to personal information or records concerning individual children, their families and staff members.
- Information given by parents/carers to the pre-school leader will not be passed on to other adults without permission, (unless it is in the interest of the child's own health and safety).

Tiptoe Butterflies Pre-school

- Keeping completely confidential any information regarding the children, their families or other staff, which is learned as part of the job.
- Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person/ Pre-school leader and the chairperson/owner.
- Students observing in the pre-school will be advised of our confidentiality policy and required to respect it.
- The Pre-school is aware of the Data Protection Act 1998, and will not disclose any personal information regarding staff, children or families which it is privileged to hold without the prior consent of those involved, unless required to do so by law.
- Some parents sometimes 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.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- The Pre-school will take all necessary precautions to keep personal information safe and secure at all times.
- The data used by the Pre-school will not be held beyond the date required by various regulatory authorities e.g. registration documents and attendance registers in accordance with Hampshire County Council guidelines.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing of the child, staff and group as a whole. Please also refer to our Policy on Safeguarding Children.

Signed on behalf of the Pre-school

..... Chair