

# Confidentiality

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It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years education and care 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. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

## Confidentiality

The Manager, staff, volunteers, committee members and any other individual associated with the running or management of Little Pippins will respect confidentiality by:

- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.
- Giving parents access to the files and records of their own children, but not information about any other child.

Most things that happen between the family, the child and Little Pippins are confidential to us. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police.

Information shared with other agencies is done in line with our Information Sharing Policy.

We always check whether parents regard the information they share with us to be confidential or not.

Some parents may share information about themselves with other parents as well as with our staff; we cannot be held responsible if those parents whom the person has 'confided' in share information.

Our staff discuss children's general progress and well being together in meetings, but more sensitive information is restricted to our Manager, her Deputy and the child's key person, and is shared with other staff and the Chair on a need to know basis. We do not discuss children with staff who are not involved in the child's care, or with other parents or anyone else outside of the setting.

Our discussions with other professionals take place within a professional framework and not on an informal or ad-hoc basis.

Confidential information includes but may not be limited to

- Registration and admission forms.
- Signed consents.
- Correspondence concerning the child or family.
- Reports or minutes from meetings concerning the child from other agencies.
- On-going records of relevant contact with parents.

We inform parents when we need to record confidential information beyond the general personal information we keep (see our Records Policy and Privacy Notice) - 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.

Confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in the office, which is also lockable.(See our Records Policy and Privacy Notice)

Most confidential information is kept in a manual file. However, staff may use a computer to type reports, or letters. In most cases, the typed report is deleted from the PC and only the hardcopy kept. Where the typed document is then saved on a computer, it is password protected. We do not keep other electronic records on children on our PC's or other electronic devices, excepting the register and financial data.

We use a web based system, Tapestry, to track children's development. The service is hosted on dedicated servers with high security features. Each account has its own database and access is password protected. The Manager decides the level of access given to staff and parents. The devices used to access and upload information to Tapestry are password protected and any photographs temporarily stored on them are deleted at the end of each term, 6 times per year. Staff sign an agreement for use of the online learning journey which covers access to the system from home. Staff are also required to complete a GDPR course before accessing Tapestry from home.

Parents sign a declaration that they will not share information from their child's online tapestry records on any social media. A copy of the Tapestry Privacy, Security and Backup Policy held in the office. Under no circumstances should staff provide any information about children to any branch of the media. All media enquires should be passed in the first instance to the Manager.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality and data protection on a 'need to know' basis

A declaration of confidentiality will be included in the induction information booklets given to staff, committee members, students and volunteers and must be signed.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staffing Policy.

## **Staff**

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances e.g. safeguarding issues.

This policy was adopted at a meeting of Little Pippins Pre-school

Held on: 5<sup>th</sup> October 2020

Signed on behalf of the Management Committee: *Laura Norton*  
Role of signatory: Chair

Review date: 2021

## **Related Policies**

Records  
Information Sharing  
Transfer of records to School  
Online Learning Journal  
Privacy Notice