

11. Confidentiality

Statement of intent

Polesden Lacey Playschool are committed to protecting the privacy of children, families and staff.

Aim

Our aim is to ensure that information is only shared once consent has been received. Our record keeping systems meet all legal requirements; this means that the systems we use to store and share information takes place within the framework of the General Data Protection Regulations 2018, and where relevant, the Freedom of Information Act 2000.

It is a legal requirement for the Playschool to hold information about children, families and staff working at the Playschool. This information is used for registers, emergency contacts etc.

Practice

Polesden Lacey Playschool Privacy Notice is available on our website - www.polesdenlaceyplayschool.co.uk

We will respect the privacy of children, their families and the staff working at the setting by ensuring:

- confidential records are kept in a locked filing cabinet;
- the accuracy of records, data held on Tapestry are checked regularly;
- the parent/guardian have access to files and records of their own children, but not to those of any other child;
- parental permission is gained for any photographs of the children to be used within the Playschool;
- staff have a professional relationship with all parent/guardians and do not become over familiar with families within the Playschool;
- staff are aware that information held for each child is confidential, and only to be used within the Playschool. If any of this information is requested for whatever reason, the parent's permission must always be sought;
- staff do not discuss personal information given by the parent/guardian with other members of staff, except where it affects planning for the child's needs;
- staff inductions include an awareness of the importance of confidentiality;
- staff are aware of, and follow, the Playschool's safeguarding policy in relation to confidentiality;
- any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If, however a child is or may be at risk of harm, the Playschool's Safeguarding Policy will override confidentiality;
- all areas of confidentiality must be adhered to at all times. At no time whilst in employment and after termination of employment with Polesden Lacey Playschool may staff divulge any client details, working practices, policies or financial dealings to any other party;
- staff taking on private baby-sitting arrangements must remain professional and ensure that confidentiality of the Playschool is considered at all times;
- no information regarding other children or any matters regarding the setting will be discussed with parents when baby-sitting is privately arranged. Staff must never become over familiar with the parent/guardian and must ensure that this agreement is adhered to; and
- staff feedback to the parent/guardian at the end of each child's session, is undertaken in a professional way, giving the parent/guardian all the information that they need to know about their child's day.

Refer to Record Keeping and GDPR Responsibilities Policy for further details.

Policy Review

As part of Polesden Lacey Playschool monitoring of confidentiality this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25