

## Building Blocks Preschool and Daycare: Confidentiality Policy



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

*'Where Play is a Learning experience'*



This policy has been developed using guidance from Surrey Early Years and Childcare Services.

Building Blocks Preschool and daycare understands the importance of keeping all confidential information and records about staff and children in a safe and secure place. The information will only be accessible and available to those who have a right or professional need to see them.

Building Blocks preschool is aware of its responsibilities under the Data Protection Act 1998 and where relevant the Freedom of Information Act 2000.

BB Preschool will only share information with outside agencies or other appropriate professionals with the permission of the parents/carers. This is provided that no relevant exemption applies to their disclosure under the Data Protection Act 1998 for example safeguarding a child. The only time a breach of confidentiality may take place is when we suspect a child's safety may be at risk. Staff are given information on confidentiality in the work place during their induction training.

All records held by Building Blocks preschool regarding children and staff members are stored in a secured cabinet. However these records can be accessed when required by those who have a right or professional need for example an Ofsted inspector. An example of the records held on the premises are as follows:

- Children's details and parent contact numbers
- Children's Learning Journey's
- Children's Individual Education Plans (IEP's).
- Staff details and contact numbers
- Staff contracts and employment details
- Staff Criminal Bureau Record numbers.

All parents/carers are able to access records about their child at any time, this is also provided that no relevant exemption applies to their disclosure under the Data Protection Act 1998 for example safeguarding a child.

It is appropriate to make available information regarding children's and staff contacts numbers in the event of an emergency and to ensure children are cared for appropriately and any health issues are shared. The sharing of this information is clearly explained to parents/carers on joining the setting.

**During staff inductions it is made clear that it is our responsibility to protect the privacy of children and their families. On joining the setting all staff members, regular volunteers, parent volunteers, students are asked to read and sign a confidentiality agreement form, agreeing that information discussed or learnt about a child must be kept confidential, unless in the case of safeguarding or in the event that the setting**

does not meet the requirements of the Welfare Requirements for the Early Years Foundation Stage. Please refer to the 'Confidentiality Agreement' form.

Also during staff, student and volunteer inductions it is made clear that if they write confidential information on social networking sites about a staff member, child or parents/carers, this will be seen as a deliberate breach of confidence by employees/students/volunteers in confidential positions. Please see 'Staff Contracts' and Student Information.

Staff are made aware that if they need to discuss information regarding a child, parent or staff member during a session with the Manager then this must be done in an appropriate place away from the group or if appropriate at the end of a session. Staff members are made aware that discussing confidential or developmental information in front of the child or other parents is unacceptable. If a member of staff discloses information to others in an inappropriate way they will be disciplined in line with staff procedure.

Building Blocks Preschool and Daycare respects the cultures of all families and will not place personal judgments upon them.

#### Useful Resources and Websites

- Data Protection Act 1998
- Freedom of Information Act 2000
- Information Commissioner

This policy was adopted in January 2015, to be reviewed in annually: Reviewed February 2019