**Safeguarding and Welfare Requirements: Information and Records**

3.78 Confidential information and records about staff and children must be held securely and only accessible to those who have a right or professional need to see them.

## **CONFIDENTIALITY POLICY**

The pre-school’s work with children and families will sometimes bring us into contact with confidential information.

We will respect confidentiality in the following ways:

* Parents will have ready access to the records of their own children but will not have access to information about any other child
* As part of the induction process, new members of staff will be asked to sign their agreement to keep confidential all information about children, families and other members of staff
* Staff will not discuss individual children with people other than the parents/carer of that child
* Information given by parents/carers to the pre-school staff will be kept solely for the use of the pre-school and not be passed on to other adults/outside agencies without permission
* The identity of any person telephoning about a child will be checked before information is given
* Information will be shared with outside agencies if it is in the interests of the child but parent’s permission will first be requested unless the child is at risk
* Any anxieties/evidence relating to a child will be kept in a confidential file
* Students on recognised courses observing the pre-school will be advised of our confidentiality policy and required to respect it
* Issues to do with the employment of staff, whether paid or voluntary, will remain confidential to the people directly involved
* The cabin can be made available for parents requiring a confidential conversation with a member of staff
* All personal details of staff will be kept confidential
* Volunteers and Committee members will be asked to respect confidentiality regarding information about children and staff and sign their agreement

**Data Protection**

* Register with the Information Commissioner’s Office
* Ensure that any processing of personal data is carried out in accordance with the Genral Data Protection Regulation (GDPR 2018).
* Appropriate technical and organisation measures will be taken to prevent unauthorised access or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
* A child’s written records are usually kept for a period of 2 years after leaving our setting and then they are destroyed by shredding. Computer records will be deleted immediately your child leaves our setting.

This policy was signed on behalf of the preschool – T Pattison (Preschool Manager)