

# **WINSTON HOUSE PREPARATORY KINDERGARTEN**

# **CONFIDENTIALITY POLICY**

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## **Confidentiality policy *Statement of intent***

At Winston House Preparatory Kindergarten ("the setting"), it is our intention to respect the privacy of children, their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships, which focus on respecting and valuing each other.

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. This may be done in written or verbal form through the key person system and the open door policy.

To ensure that all those using and working in the nursery setting can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child. Parents who would like to access this information are asked to speak to the manger or deputy manager.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. All personal information is kept in a locked cabinet in the office of which only the manager and deputy manager have keys.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and are given a copy of this policy to adhere to. All staff signs a code of conduct to say that they are aware of the policy and will follow it.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. Any incidents that take place out of nursery are put in the incident book and the parent s and nursery manager must sign and date. This information is kept between the parent, manager and relevant staff.
- Any concerns/evidence relating to a child's personal safety will be shared with the parents/ carers unless we feel this may put the child in further harm, this information is shared with as few people as possible on a need to know basis and will be passed onto social services by the nursery manager or the DSL.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. The SLT are the only key holders for these files.
- The role of the child's key person is to insure parents can share confidential information regarding their child with a member of staff of who the parent and child fell comfortable with and have good relations. The key person has a role to keep this information confidential and inform management if any issues should occur.
- Any information given to a key person is to be kept confidential at all times and it is the key persons job to be responsible for the children in their care at all times and using this information within their role to meet the needs of each individual child within their care.
- Child Protection documents are kept in a 'Child Protection' file, separate to the main children's file. The main file has an alert that a child protection file exists and state its location. The CP file is locked away and only accessible by manager and DSL. When a child leaves the establishment, the DSL ensures that the child protection file is copied and transferred to the new establishment ASAP clearly marked 'Child Protection, Confidential for Attention of Designated Safeguarding Lead, this is separate to the main pupil file.

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the nursery, are advised of our confidentiality policy and required to respect it. Students need to get written confirmation from parents to observe any child or to complete any work on them.
- Any information received during the recruitment process is kept confidential between the management team and candidates at all times. All unsuccessful applications are shredded to ensure all personal information is kept confidential at all times.
- Staff supervisory and staff Appraisals are conducted every six months and yearly and any discussions that take part in this time are kept confidential between the staff member and the management team.
- Adhere to the data protection act at all times.
- Recognise individual confidentiality and choice to not always wanting to be involved or participate.

### **Information Sharing**

- There are times when we are required to share information about a child or their family. These are when:
  - there are concerns a child is or may be suffering significant harm;
  - the 'reasonable cause to believe' a child is or may be suffering significant harm is not clear;
  - there are concerns about 'serious harm to adults' (such as domestic violence or other matters affecting the welfare of parents).
- We explain to families about our duty to share information for the above reasons.
- Where we have concerns as above, we would normally gain consent from families to share. This does not have to be in writing, but we record in the child's file that we have gained verbal consent as a result of discussing a concern that we need to refer to a social care agency.
- We do not seek consent from parents to share information where we believe that a child, or sometimes a vulnerable adult, may be endangered by seeking to gain consent. For example where we have cause to believe a parent may try to cover up abuse, or threaten a child.
- Where we take a decision to share information without consent that is recorded in the child's file and the reason clearly stated.
- Where evidence to support our concerns is not clear we may seek advice from our local safeguarding children's board.
- We only share relevant information that is accurate, factual, non-judgemental and up to date.
- All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Please see also our policy on safeguarding children.
- In the case of a staff member not adhering to the confidentiality policy the disciplinary process may be implemented.

This policy should be read in conjunction with; "Information Sharing: Practitioners guide" HM Government 2006 and 'Working together to safeguard children, 2013')