



Woodpeckers Preschool

Confidentiality Policy

Statement

The Woodpeckers confidentiality policy has been developed in accordance with the principles of the Human Rights Act 1998, the General Data Protection Regulation ,the Freedom of Information Act 2000, Crime and Disorder Act 1998 S17, Children’s Act 1989 S17 and 47, Children Act 2004 S10,11,and 12 and the welfare regulations required by Section 40 of the Child Care Act 2006.

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This policy needs to be read in conjunction with the Woodpeckers Child Protection Policy, Allegations against a Staff member or Volunteer Policy, e-Safety Policy and ICT Acceptable Use Policy, Mobile Phone and Computer Usage Policy and Use of Cameras and Images Policy

As part of the ethos of our setting we take seriously our responsibility to ensure the protection, health, safety and well being of both the children and young people entrusted to our care. We expect our staff and volunteers to comply with this Confidentiality Policy and will treat breaches of confidentiality as a serious matter.

The member of staff who is responsible for implementation, monitoring and review of the confidentiality policy in the setting is Amanda Swift.

Rationale and statement on the importance of confidentiality:

At Woodpeckers we believe that:

- The safety, wellbeing, and protection of the children in our setting are of paramount consideration in all decisions staff at this setting make about confidentiality. The appropriate sharing of information between setting staff is an essential element of ensuring the well being of children and young people in our care.
- It is an essential part of the ethos of our setting that there is a clear and explicit policy on confidentiality so that children, young people, parents/carers and staff are able to seek help both within and outside the setting and the number of situations are minimised when personal information is shared to ensure pupils and staff are supported and safe.

- Parents/carers, children, young people and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues.
- The settings attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the setting.
- Everyone in the setting needs to know that no one can offer absolute confidentiality.
- The setting always puts the safety and welfare of the child first and any issue will be referred to the setting's designated person for safeguarding if necessary. The name of the designated person is Amanda Swift.

Definition of Confidentiality:

For the purpose of this policy the following definition of confidentiality will apply:

“Discretion in keeping private information”

We aim to ensure in this setting that all parents and carers can share their information in confidence and that it will only be used to enhance the welfare of their children. The general rule in this setting is that staff should make clear that there are limits to confidentiality at the beginning of the conversation. These limits relate to ensuring children’s safety and well being.

Staff, visitors and volunteers responsibilities:

All people working with children or young people in this setting will:

- Always ensure the interest of the child is paramount.
- At the outset inform child/parents/carers that they cannot offer complete confidentiality in circumstances when they are concerns for the child or other children or parents or staff member.
- Explain to the child/parent/carer as is appropriate at the outset openly and honestly about what and how any information will or could be shared and why and seek their agreement. The **exception** being when to do so would place the child, young person or others at increased risk of significant harm or an adult at risk of serious harm or if it would undermine the prevention detection or prosecution of a serious crime including where seeking consent might lead to interference with a potential investigation.
- Ensure that the information they share is accurate, to date and necessary for the purpose for which they are sharing it, shared only with those people who need to see it and shared securely.
- Unless s/he is already known, a phone call received from professional seeking information must be verified before information is divulged by calling his or her back on an organisation main switchboard telephone number and not a mobile phone.
- Inform any child/parent/carer/staff member when they have inadvertently made a disclosure that they may need to share the information with the designated safeguarding person who is Amanda Swift.
- At all times abide by the setting’s Safeguarding Policy.
- Be duty bound to act appropriately upon information not directly given to them and consult with the designated safeguarding person in the setting.
- Where there are areas of doubt about the sharing of information seek a consultation with your local KCC children’s safeguard service Area children’s officer.

Ground rules in the setting for Carers/ parents/ staff and children

In order to create the right sort of learning environment and to help safeguard people's rights to confidentiality, the setting believes it is best to establish a clear set of ground rules to work within whilst at the setting. Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made.

Example of ground rules include:

- We will respect each other and not laugh, tease or hurt others.
- Listen to views and opinion.
- If we find out things about other children/ staff/parents which are personal and private, we won't talk about it unless a child, adult or young person is at risk of significant harm.
- If we are worried about someone else's safety, we will then talk to the setting's designated person.

When confidentiality should be broken and procedures for doing this

See the Safeguarding policy and if you are still concerned and unsure of whether the information should be passed on or other action taken you should speak to KCC's Area Children's Officer.

Children's records:

We keep two kinds of records on children attending our setting:

1. Developmental records

We use a secure online learning journal system called Famly to record observations and examples of children's work in the setting. Please refer to the Pre-School's Online Software and Learning Journal Policy for information on security and confidentiality that all staff and parents/carers must adhere to.

2. Personal records

These include registration and admission forms, signed consents and correspondence concerning the child or family, reports or minutes concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child such as developmental concerns or safeguarding welfare/ matters.

These confidential records are kept secure by the person in charge in a lockable filing cabinet in the office.

Parents have access in accordance with the access to records procedure to the files and records of their own children but do not have access to information about any other child. Parents do not, however, have an automatic right of access to safeguarding records.

Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

3. Other records:

Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

Students and volunteers who are working or observing in the setting are advised of our confidentiality policy and required to respect it.

Monitoring and Review:

All setting personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents prior to approval of the committee being formally sought.

This policy was been written in February 2010 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

This policy was part of our setting development plan and will be reviewed annually. All staff should have access to this policy and sign to the effect that they have read and understood its contents.

This policy was adopted at a meeting of the Woodpeckers Committee on: 24th March 2010 and will be reviewed annually.

Signed.....
Hazel Leah (Chairperson)

Trustee of Woodpeckers Pre School CIO

