

WHITLEY LODGE UNDER FIVES

CONFIDENTIALITY POLICY

Statement of intent

It is our intention to provide a safe, stimulating and secure environment for children whilst respecting the privacy of the children and their parents and carers.

Legislation and references

Safeguarding Children Policy
Privacy Notice

Aim

The pre-school's work with children and families will bring us into contact with confidential information and we aim to ensure that all parents and carers can share this information knowing that it will only be used to promote the care and well being of their children.

Methods

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Observations will be made routinely and records kept of children's developmental progress by members of staff. Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- At staff meetings, staff will discuss children, with regards to their progress and their well-being but any sensitive information will be on a need to know basis only.
- Personal information given by parents/carers to the members of staff will not be passed on to other adults without permission.
- Personal information about children and their families will be stored securely.
- Students on recognised courses or work experience placements will be advised of our confidentiality policy and required to respect it.
- Students may carry out observations on the children as part of their course assignments but children will be identified by initials or first names only and such observations will be shared only with course tutors and moderators. Parental permission will be obtained for these assignments.
- If information about a child needs to be shared with other agencies or outside professionals e.g. observations/development files may need to be shared with a Speech and language therapist, this would only be done after discussion with and consent from parents.
- Any concern/evidence relating to a child's personal safety is kept in a secure confidential file and is shared with as few people as possible on a 'need to know' basis.

Whilst every attempt will be made to maintain confidentiality, the safety of the child is paramount at all times and the undertakings above may be secondary to the well-being of the child. See also our Safeguarding Children Policy.

This policy was read and understood by all staff.

Carol Shields.....
Joanne Cameron.....
Helen Graham-Potts.....
Jayne Pronk.....
Amy Kennedy.....

Staff meeting date – 4th September 2023

To be revised September 2024