



Berry Harbor Pre-school
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Berry Harbor Preschool Confidentiality Policy (based on DCC Policy) LEGAL

REQUIREMENTS

Human Rights Act 1998

Gives everyone the right to 'respect for his private and family life, his home and his correspondence;' unless this is overridden: by the pupil interest, for reasons of child protection; for the protection of public safety, pupil order, health, or morals; or for the rights and freedoms of others.

Data Protection Act 1998

Applies to persona; data of living, identified viable individuals, not anonymised data: manual and electronic records. The preschool will be clear, when collecting data, of the purposes it will be used and the preschool has policies to clarify this to staff, children, and parents.

Freedom of Information Act 2000

Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. The preschool's Data Protection Policy covers the requirements of the act.

Children's Act 2004

The children's Act 2004 sets out the following objectives under Every Child Matters Agenda:

- Children and Young People are mentally and emotionally healthy;
- Children and Young People are sexually healthy;
- Children and Young People choose not to take illegal drugs;
- Children and Young People are safe from maltreatment, neglect, violence, and sexual exploitation;
- Children and Young People have security, stability and are cared for.

AIMS OF THE CONFIDENTIALITY POLICY

- To provide clear guidance to all members of the federation community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in the federation deal confidently with sensitive issues.

This confidentiality Policy impacts upon every other preschool policy.

MORAL AND VALUES FRAMEWORK

The moral and values framework within which confidentiality is addressed should be consistent with the overarching aims of the federation and should be easily translated into practice in terms of:

- The curriculum content;
- The teaching methods;
- The relationships within our schools and across the federation.

EQUAL OPPORTUNITIES STATEMENT

Berry Harbor preschool is committed towards equal opportunities in all aspects of school life.

SECIFIC ISSUES

All Adults Working in Our preschool:

- Implement the Child Protection Policy;
- Encourage children to talk with their parents/carers;
- Keep anything seen or heard within preschool confidential to the preschool;

- Who have a concern about a child, but do not feel they know the child's circumstances well enough to make a judgement about procedure should, at an appropriately place and time, discuss their concerns with the preschool manager who will have greater knowledge of the child;
- Should adhere to and enforce the federation procedures for the taking of and use of drugs;
- Should only take photographs and film footage for school use;
- Will not give a child's personal details out over the telephone until the validity of the request has been ascertained via a returned call;
- Should never give unconditional confidentiality;
- If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the child protection coordinator;
- No adult should discuss an individual child's behavior in the presence of another child;
- No adult should enter detailed discussion about a particular child's behavior or academic progress with the other children or their parents.

Committee Meetings

- Committee Member, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside the meeting.
- Committee Member need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children. All such papers should be marked confidential. These confidential papers should be destroyed.
- Committee Member must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children, or parent/carers. Although decisions reached at Committee meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential. Information About Children.
- Information about children will be shared with parents/carers but only about their child. Parents/Carers will not have access to any other child's books, marks, and progress statistics at any time, especially at parents evening. However, parents/carers should be aware that information about their child will be shared with the receiving school, when they change school.
- All personal information about children including social services records is regarded as confidential. Committee Member will decide who will have access and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEND reports, minutes of meetings, social care and health services will be shared before being securely filed away in accordance with our SEND provision.

In The Preschool

- Adults should not put pressure on children to disclose personal information and should discourage other children from applying any such pressure.
- All adults will remind children that some information they share may need to be shared with other adults for their protection.
- Children will be reassured that, if information must be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue this will be carried out sensitively by the preschool manager/ Committee Member e.g., bereavement.

DISSEMINATION OF THE POLICY

All staff members, Committee Members and adults working in the school (including voluntary helpers) will receive a copy of this policy. A copy will be kept in the Policy file for parents to read on request. A copy of the policy will be available on the school website.

MONITORING AND REVIEW

The child protection coordinator will monitor the effectiveness of the policy throughout the year in consultation with the Committee Members with responsibility for child protection.

Confidentiality policy

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

Aim

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.

Methods

To ensure that all those using - and working in - the pre-school 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.
- 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.
- 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.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- 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 Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the pre-school, are advised of our confidentiality policy, and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/23

Signed on behalf of the preschool.....Date.....