



# Confidentiality Policy

At Little Oaks we aim to respect the privacy of parents, children and staff. We therefore have the following policy in place to ensure that we share information on a "need to know" basis.

## CHILDREN'S PERSONAL RECORDS:

- These include registration forms, collection consent forms, relevant medical records, individual support plans and any correspondence between the parents and Little Oaks or between Little Oaks and any external agencies.
- This information is kept in a lockable filing cabinet.
- Parents or Carers may have access to these records pertaining to their own child/children but not to that of any other child.
- This information is accessible to staff but it is predominantly key people who access the information.
- Staff will not discuss personal or developmental details of any child with any person not employed by Little Oaks unless it is in a "professional" capacity for example with an area Special Educational Needs coordinator (SENCO) or a speech therapist. Parents will be informed of such conversations and where possible will be present.

## STAFF RECORDS

- Staff records are kept in individual, named folders. The information within is considered confidential and is only accessible to those making personnel decisions notably the Setting Manager, Office Administrator and the Chair of the Committee. (cabinet key accessible to 3 people)
- These files are kept in a lockable filing cabinet.

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:

- We now use an on-line journal system called 'Tapestry'. Parents will have access to the developmental records of their own children via a password chosen themselves. They will have signed a permission slip, before access is granted, agreeing not to share pictures from Tapestry on social media or the internet. It will be up to parents themselves who they share their child's progress with.
- Any personal details can be viewed at any time upon request to the key person or Setting Manager.

- Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Setting Manager or key person will not be passed on to other adults without permission unless it is felt to do so would put the child in a vulnerable situation regarding their safety or well being.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except on a need to know basis. The Setting Manager will make all decisions regarding this or in her absence Debbie Coles as Deputy Child Protection Officer.
- Students and volunteers will be advised of our confidentiality policy and required to respect it. They will be advised via the "Student placement" and "Volunteer" guides, and are expected to sign the document to say they have read and understood the information given to them.

All the undertakings above are subject to the safety and well being of the child which is the paramount commitment of the pre-school.

Please see also our policy on Child Protection, Data Protection, Information sharing and Social Networking Policy

This policy was adopted at a committee meeting of Little Oaks held on.....  
Signed on behalf of the committee.....

Role of signatory.....

This policy was reviewed and updated January 2012, January 2013, October 2013, Oct 14, Nov 15, updated July 16, June 17, May 18.