



Kingsdown Pre-School - Confidentiality Policy

At Kingsdown Pre-school we often receive information about children and their families which we would not receive in other situations. This information is called "privileged information" or "confidential information".

It is important that some privileged or confidential information is passed on to us but we understand parents/carers will only feel confident in giving it when they are certain it will not be passed on to other people for whom it is not intended. At Kingsdown Pre-school we follow certain procedures to ensure this does not happen:

- Information passed to staff by parents/carers will only be shared with other staff at Kingsdown Pre-school on a need to know basis. This is if it is necessary to ensure the safety and well-being of the child during their time at Kingsdown Pre-school and/or to support and promote their learning and development.
- Any privileged information from a professional person will be treated in the same way.
- Information about children and their families that is needed to be shared will only be exchanged in private and not during the normal pre-school session unless it is urgent.
- In accordance with the Early Years Foundation Stage (EYFS) we are obliged to keep records for each individual child. These include but are not limited to, their personal registration documents and SEND information. These records are confidential and great care is taken to maintain this.
- Information completed by parents on the recognised Babysdays online system is only accessed by appropriate staff who do so via an individual password system that is confidential to them.
- Any hard copy personal records relating to your child are kept in a locked filing cabinet within a locked store area on the pre-school premises and are only accessible by staff of the pre-school.
- Learning journey records are maintained by your child's key person. The only other staff to access these would be your child's key person's buddy, the Pre-school manager and Ofsted may view these records as part of an inspection of the setting. Parents can, of course, view the files and records of their own child at any time. These records are worked on by staff at home when they are transported in locked cases.
- Any safeguarding concerns/records will be kept in a confidential file and will not be shared within the group except with the Designated Safeguarding Lead (DSL) and where necessary, if it affects the child's developmental progress, with the child's key person. Parents/carers should be aware that safeguarding concerns may sometimes have to be shared with the Kent Safeguarding Children Multi-Agency

Partnership. This would normally only be done with the parent's consent but where a child's immediate safety is in question, consent may not be sought.

- Parents/carers permission will be requested if information about the learning and development of their child is needed to be shared with other agencies. These include support for SEND, transition to another pre-school setting or school.
- All staff, committee members, work placement and students sign a confidentiality agreement.
- Students on recognised training, when they are observing in the setting, will be advised of our confidentiality policy and be required to respect it. Permission to study/observe individual children will be sought from the parent before any observations begin.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

It should be noted that Kingsdown Pre-school is a Data Controller under the General Data Protection Regulations. As such we are required by law to pass certain information onto the Local Authority and the Department for Children, Schools and Families. This will normally only be done with parental consent. Please consult our Privacy Notice or ask Jacqui Hodgson-Pope if you wish to know what information we are obliged to share.

Parents should be aware that Safeguarding issues are exempt from General Data Protection Regulations.

This policy was reviewed on 13 November 2021 and will be reviewed annually or sooner if needed.

Signed on behalf of the Pre-School A Bridges