Confidentiality

Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence.' (Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Confidential records are stored in a locked filing cabinet or on the office computer which is password protected.
- 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 and as part of the Pre-School staff.
- Staff, volunteers and students are aware that Pre-School information is confidential and only for use within the setting and to support the child's best interests with parental permission.
- We ensure staff, students and volunteers are aware of and follow our E-Safety policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- 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.
- We inform parents when we need to record confidential information beyond the general personal information – for example with regard to any injuries, concerns or changes in relation to the child or the family.
- Personal information about children, families and staff is kept securely, whilst remaining as accessible as possible to necessary staff.