

Confidentiality and Data Protection Policy

At Sunflowers Pre-School, we understand that we may meet confidential information. This policy explains how we respect this. For more information on what and how we store your data please see our Privacy Notice (GDPR compliance)

* If your child attends Sunflowers Pre-School in the afternoon and Thorley Hill Primary School in the morning, please be aware that there will be confidential information sharing between these two settings. This is to ensure that observations and assessments can take place with both settings having an input without needing to have two separate accounts of this.
* We do not discuss children or their families with anyone who is not involved in the child’s care including other parents/carers in the setting unless there is a safeguarding concern or have parental consent, for example, a referral to speech therapy.
* Any concerns/queries you may have about any aspect of your child’s journey with us should be addressed with the Pre-School Manager initially to attend to especially if it is concerning other children or a member of staff.
* Photos, videos and information regarding children, parents/carers and staff should not be shared on any social media sites. The e-safety policy should be adhered to always and acceptable use policy statement should be signed by all staff.
* Any safeguarding matters that we record are kept in a confidential file and only discussed with the manager and if necessary then on to relevant organisations. Please refer to our safeguarding policy.
* The ‘Getting to Know You’ pack included in your induction pack from Thorley Hill will be copied for Sunflowers use also. Tapestry online journal will also have shared access.
* The pre-school will comply with all requirements of the Data Protection Act, the new GDPR from May 2018 and the Early Years Framework.
* All information regarding personal information or records we keep are kept both electronically and on paper, depending on what is most appropriate and necessary. Arrangements to see any information kept by us of your child can be made with the Pre-School Manager.
* Any paper documents are kept in a locked filing cabinet when the Pre-School building is not in use and saved securely electronically.
* Any discussions with other professionals take place within a professional framework and not on an informal basis.
* Our staff induction process includes an awareness of the need for confidentiality and data protection.
* At times, we may have to allow other organisations such as OFSTED or the local authority access to relevant information as part of an inspection or audit that we are required as part of our registration to adhere to.

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| Policy date: 01/09/2018 | Review date: 01/09/2019 |
| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |



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OFSTED URN- EY546049

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I confirm that I have read and understood Sunflowers Pre-School’s Confidentiality/Data Protection Policy and Privacy Notice (GDPR compliance)

Parent’s/Staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_