**CONFIDENTIALITY POLICY**

The Pre-schools work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the pre-school do so with confidence that we respect confidentiality in the following ways.

Parents will have access to the files and records of their **OWN** children but will **NOT** have access to any information relating to another child. Staff will not discuss individual children with anyone other than staff members and/or other professionals involved in their care or the child’s parent/carer. Information given by the parent/carers to the pre-school staff will not be passed onto other adults without permission (except in the cases of children at risk). Any anxieties/evidence relating to a child’s safety will be kept confidential amongst staff on a ‘need to know’ basis. If a member of staff needs to discuss a matter with a parent/carer it will be carried out confidentially and not while other parents/staff are present. This could relate to an incident/accident or special needs matter. Everything discussed will be recorded and kept in a confidential file.

**GENERAL DATA PROTECTION REGULATIONS – May 2018**

Only information needed to support the child through their pre-school time is recorded. Parents are asked to read our confidentiality policy and fill in the relevant enrolment forms on commencement and declare who has parental responsibility for the child. The information obtained is an Ofsted requirement. Two emergency contact details are also taken. Any person collecting that child must be over 16 years of age and know the given password.

We ask that Birth certificates are shown, and the number recorded for the purpose of funding and to clarify the child’s date of birth.

We also ask parents to give their permission for photos of their child to be taken for use in assessments, displays within the setting, and also for the pre-schools social networking sites and our website.

Children’s records that hold confidential information will be stored away under lock and key at the end of the day to ensure confidentiality with only the Manager/Leader having access. Staff records are also locked away and only accessible to the manager or said member of staff. **THESE RECORDS WILL BE KEPT FOR 12 YEARS BEFORE BEING DESTROYED, WHICH IS AN OFSTED REQUIREMENT.**

**Mobile phones/smart watches**

During times when children are in the setting staff **MUST NOT** carry personal mobile phones on their person. All phones must be **SWITCHED OFF** and placed in a locked draw. The MANAGER OR DEPUTY should have the pre-school phone accessible but left on show in the main setting area. Visitors are not permitted to use mobile phones in the setting and also asked to place them in the locked draw while they are in our setting until they leave. Smart watches must have notifications disabled and Bluetooth switched off.

**Internet and social networking sites**

Any information regarding staff/children/parents of our pre-school is not to be discussed outside at any time or placed on **ANY INTERNET/SOCIAL NETWORKING SITE**. This is a serious event and will result in instant dismissal. Staff are not permitted to be friends with any staff member past or present on social media and parents past or present.

Staff are not permitted to contact children/parents at any time or share information with them outside of the pre-school hours. This includes via social media sites. Staff must respect a professional code of conduct and should not enter into a personal relationship with a parent/carer on social networking sites or give out personal information including telephone numbers and personal email addresses. All correspondence MUST go through the pre-school contact number or email address which is only accessed by management to protect the parent’s personal details also.

All staff/students/trainees/visitors will be asked to adhere to this confidentiality policy when they are in the pre-school and failure to do so will result in removal from the setting, disciplinary proceedings.

**Sharing information**

When sharing confidential information with other professionals or from the manager to the owner all emails will be password protected. This will mean that only the recipient who have been given the password will be able to access the information.

**Confidentiality breach**

In the event of a confidentiality breach the pre-school will contact the information commissioner’s office (ICO). This MUST be done within 72 hours. If the breach effects anyone individually they must be informed without delay.

Any breach will be recorded.

**GDPR May 2018**

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, Children’s Social Care, and other local agencies, is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information must not be allowed to stand in the way of promoting the welfare and protecting the safety of children. As with all data sharing, appropriate organisational and technical safeguards should still be in place.

**This policy shows our commitment to the safety of and well - being of children in our pre-school and our commitment to keeping their personal information safe under the GDPR.**