

Confidentiality Policy

Statement of intent

At Little Sunbeams Preschool (Fareham) it is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

Aim :

We (The Management) aim to ensure that all parents and carers can share their personal information in the confidence that it will only be used to enhance the welfare of their children.

Methods:

To ensure that all those using, and working in the pre-school can do so with confidence, we respect confidentiality in the following ways.

1. A confidential area for parents to speak to staff in private is provided.
2. Parents have ready access to the files and records of their own children but do not have access to information about any other child.
3. 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 general, and in the role of the key person.
4. Any concerns/evidence relating to a child's development and personal safety are kept in secure, confidential files and are shared with as few people as possible on a "need-to-know" basis.
5. Children's records are kept in a locked filing cabinet within setting and are easily accessible and available at all times.
6. Personal information recorded electronically is stored on laptops that are password protected and can only be accessed by a member of the management team.
7. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
8. Students, volunteers, visitors and parents observing and/or assisting in the pre-school are advised of our confidentiality policy and required to respect it.
9. Any reference made to anything connected to Little Sunbeams Pre-school in any format, verbal, written or electronic is limited to recommendation purposes only. This includes posts and comments on social networking sites such as Facebook.
10. Consent will be sought from parents, via our registration procedures, before any images of children are placed on the pre-school website and no images used will identify the child by name.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please see also our policies on **Safeguarding, Social Networking and Protection of Information**.

We comply with General Data Protection Regulations (**GDPR**), please see our **Privacy Notice** for further details and our **Data Audit** document for information relating to data retention periods.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 th Oct 2015
1.1	Reworded throughout to reflect 'personal' information and 'childrens' records. 8) additional wording to include 'volunteers' 9) change of wording to limit references to LSB for recommendation purposes only	Lyn D	26 th Nov 2015
1.1	Reviewed, no changes made	Lyn D	30 th Nov 2016
1.2	10) Reworded to reference our registration procedures	Lyn D	22ndApril 2018
1.3	Statement added due to introduction of GDPR	Lyn D	12 th June 2018
1.3	Reviewed, no changes made	Lyn	22ndJuly 2019
1.3	Reviewed, no changes made	Lyn	21 st Feb 2022