

# Rainbow Pre-School & Extended Services



## **Rainbow Pre-School and Extended Services**

### **Confidentiality Policy**

#### **Policy Statement**

It is our intention to respect the privacy of children, their parents and carers, while ensuring that they access high quality care and education. An employee/volunteer of the setting may in the course of his/her duties gain knowledge of or have access to personal information relating to children and families and/or other members of staff. It is a condition of employment and expected that all staff/volunteers understand the importance of respecting this information in a discreet and confidential manner.

#### **EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

#### **Procedure**

All staff and volunteers will be explained the importance of confidentiality by their Line Manager at their induction and will be reminded of this from time to time. Staff will understand that they are in a position to receive confidential information both from parents and also from children during their time within the setting. Staff are said to have confidential relationships with parents and carers and that the privacy of such is to be respected. No discussions regarding children or their families will take place outside of the workplace.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

Parents have ready access to the files and records of their own children but do not have access to information about any other child. EyLog is password protected by each individual parent which Rainbow does not have access to.

If staff talk to parents about any causes for concern, e.g. unsociable behaviour, this should be done out of hearing of the child(ren) in question, other children and their parents/carers. Rainbow Pre-school & Extended Services cannot be held responsible if information is shared beyond the privacy offered within the setting.

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.

Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.

Personal information may also be stored via appropriate electronic means but will be password protected. This will include digital documents such as registers, accounting packages or admissions data bases.

Rainbow Pre-school & Extended Services is aware of its responsibilities under the General Data Protection Regulations 25<sup>th</sup> May 2018 (replaces the 1995 EU Data Protection Directive). Please refer to our GDPR Policies and statements for children, families, employees, visitors and volunteers.

Written consent must be obtained from a child's parent/ Carer to record, share and retain information in line with our GDPR Policy. In certain circumstances, where a child is considered to be at significant risk of harm, information may be passed to the relevant authorities without parental consent. Medical information held on file may be made available to the General Practitioner or Hospital Doctor in the case of an emergency.

If telephone requests are made for information the recipient should take the name, telephone number and agency and make a return call with such information as may be given, to verify the identity of the caller prior to providing data.

Written material about children and families will be maintained in accordance with statutory retention periods and then should be shredded before disposal.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Any breach of confidentiality could have serious consequences for the person concerned. Confidentiality must be brought to the attention of all staff/volunteers on appointment. A confidentiality agreement (within the contract of employment) will be signed and dated by each individual staff member/volunteer and retained with their application and acceptance details.

Children's learning journey's and accompanying documents including any records relating to safeguarding will be passed directly to St Andrews Lower School (or the alternative school chosen by the parent) if that is where the child will start reception. Signed receipts will be obtained for safeguarding records, copies will be securely kept by Rainbow PS&ES in line with GDPR requirements.

Parents/carers will be offered the options to download their child's EyLog documentation or purchase a DVD record, prices for this may vary from year to year. DVD's ordered by parents will be sent from EyLog by courier or using Special Delivery Services via Royal Mail.

All the undertakings above are subject to the paramount commitment of Rainbow Pre-school & Extended Services which is to the safety and wellbeing of the child. Please see also our policy on safeguarding children.

### **Handling of Disclosure Information**

#### ***General Principles***

As an organisation using Capita's Disclosure Barring Service (DBS) Disclosure service to help assess the suitability of applicants for a position of trust, Rainbow Pre-school & Extended Services complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligation under GDPR May 2018 and other legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Disclosure information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In line with Early Years good practice, every member of staff, be they student, temporary, banking or permanent staff will be subject to satisfactory DBS clearance, and will be required to complete a disclosure every six months.

## **Breaches of Data Protection**

A breach of data protection is defined by the Data Commissioner as ‘a security incident that has affected the confidentiality, integrity or availability of personal data’.

If a breach occurs we will use the self-assessment tool on the Data Commissioners Website to establish if there is a risk to people and notify the ICO if required. Details of the incident, the effects of the breach, decision making rationale and any actions taken will be recorded and kept in the GDPR section of our Complaints File.

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>

This policy was adopted by	Rainbow Pre-school & Extended Services
On	Original Archived
Date reviewed:	9 <sup>th</sup> September 2016 - Completed 11 <sup>th</sup> September 2017 – Completed 18 <sup>th</sup> Sept 2018 – Completed 30 <sup>th</sup> January 2019 – Completed 31 <sup>st</sup> Jan 2020 – Completed 20 <sup>th</sup> May 2021 – Completed 13 <sup>th</sup> September 2021 – Completed 23/09/2022 completed 10 <sup>th</sup> September 2024
Signed on behalf of the provider	H Adams
Name of signatory	Hannah Adams
Role of signatory (e.g. chair, director or owner)	Head of Teaching and Child Development