Confidentiality Policy

Beckside Preschool & Nursery takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children. ***The setting will not discuss confidential information about children and their families with other parents/carers. Parent helpers/volunteers will be briefed on the importance of maintaining confidentiality and they will not have access to any personal files or information.***

Records are kept as follows:

- Personal Records – each child will have an individual file, in which will be kept registration and enrolment forms, consent forms, information and observations by staff on any confidential issue involving the child; for example, developmental concerns or safeguarding issues. Also reports or minutes that may arise from any meetings that concern the child, from other agencies working with the child/family. Parents can access these records by following the access to information procedure.

- Learning and Development Records - these include observations, assessments, photos, developmental records, and samples of the child's work. Our online learning journals are password protected to ensure confidentiality. These records can be accessed, and contributed to, at any time, by staff, the child's parents and the child.

Other Records

- Staff Records – each team member, paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of DBS clearance. This file can be accessed by the individual to whom the file relates upon request to the management.

- Student Records – each student will have a file containing personal information, emergency contact numbers, next of kin, details of course, tutor and induction, confirmation from college/evidence of DBS clearance and ISA registration from 12th October 2009. This file can be accessed by the individual to whom the file relates upon request to the management.

- Medication Records - individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.

- Accident and Incident Records – individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and what the outcome was, these must include counter signatures.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with our Data Protection Policy and procedures and guidance in the EYFS.

Beckside Preschool & Nursery will ensure all staff/ volunteers/ students are aware of and understand the confidentiality policy and will be asked to sign a record to agree they have read the policy. They will be made aware that any breach of confidentiality may lead to disciplinary action.

Sharing information with confidence

- Parents will have access to the records of their own children but will not have access to information about any other child.

- Personal records will be stored in a lockable filing cabinet within the provision and will be accessed only by staff members through the owner/manager

- Information given will be shared on a need-to-know basis with the child's key person, other team members in the child's playroom and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.

- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making workforce decisions.

Access to personal information procedure

Parents may request access to records held on their child by following this procedure.

- Any request to see the child's **personal record** by a person with parental responsibility must be made to the owner/manager in writing. (Where a verbal request is made the following process will still be applied).

- The owner/manager will reply with a written acknowledgement without delay and within 1 month of receipt of the request (or receipt of the additional information needed to confirm identity, where relevant)

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- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.

- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children's Partnership, can refuse consent to disclose, preferring the individual to go directly to them.

- When all consent/ refusals to disclose have been received these are attached to the copy of the request letter.

- A copy of the file is taken.

- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.

- The information will be supplied either in hard format or on screen.

- The child's parent/carer may **verbally** request to see **their** child's **Learning and Development Record** at any time, to read or to make a contribution to. This request can be made to their child's key person and can be accessed at any time.

Data Protection

Beckside Pre-School is required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the Data Protection Act 1998 and GDPR comply with the principles which state that personal data must be;

- Obtained and processed fairly and lawfully.
- Held for lawful purpose.
- Used only for the purpose stated.
- Accurate and up to date.
- Held no longer than the required time.
- Accessible to the individual concerned or individuals with parental responsibility.
- Appropriately secure.
- Surrounded by proper security
- Disclosed only using the access to information procedure.

We have checked the requirements of the Data Protection Act 1998 and are registered.

Parents/carers will be required to sign to consent to necessary information being held via the Registration and Contract Form at the point of registration to the setting.

Exemptions | ICO

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.