



## Confidentiality Policy

At Twiggs Lane Preschool all staff can be said to have a confidential relationship with families. It is our intention to respect the privacy of children and their families, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all families can share their information in the confidence that it will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

### **All staff, directors, students, and volunteers and required to sign a Confidentiality Declaration** **Confidentiality procedures**

- We always check whether the information families tell us is to remain confidential or if they're happy for it to be shared if necessary
- Some families share information about themselves with other families as well as staff; Twiggs Lane Preschool cannot be held responsible if information is shared beyond those families whom the person has confided in.
- Information shared between families in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform families when we need to record confidential information beyond the general personal information we keep – for example regarding any injuries/incidents concerns or changes in relation to the child or the family.
- Any discussions with families on sensitive matters, any records we are obliged to keep regarding action taken in respect of Safeguarding and any contact and correspondence with external agencies in relation to their child. This information will be kept in an appropriate confidential file in the office and will only be shared with staff and outside agencies if required.
- We keep all current working records securely in the locked filing cabinet within the office. A full year after a child has left us, files are then transferred to a secure warehouse site in Eastleigh where records are kept for either 7 or 21 years based on the type of record it is.

Twiggs Lane Preschool deals with situations involving more than one child or family on an individual basis, and each child or family would be given the individual time and respect from the staff. Twiggs Lane Preschool would expect that families respect that staff deal with situations on an individual basis and ensure they remain confidential regarding anyone else involved.

Review date: September 2024

Signed Manager: ..*Becky Copland*.....