

# PENNTHORPE EARLY YEARS FOUNDATION STAGE CONFIDENTIALITY POLICY



|                          |                                  |
|--------------------------|----------------------------------|
| ISI Code:                | EYFS Confidentiality Policy      |
| Policy Author:           | Kylie McGregor, Head of Pre-Prep |
| Date Reviewed by Author: | August 2020                      |
| Next Review Date:        | August 2021                      |

Our work with children and families will bring us into contact with confidential information. We keep records on each child including the name, address and date of birth of the child and the contact details of parents and carers plus emergency contacts.

To ensure that those working within the Early Years can do so with confidence, we will respect confidentiality in the following ways:

- Parents have ready access to the Learning Journeys, Profiles, developmental files and records of their own children but do not have access to information about any other child.
- If parents require access to their child's personal files a request must be made in writing to the Head of Pre-Prep.
- All personal information on children is kept in a locked cabinet, in the Registrar's office.
- Child protection issues are highly confidential and are referred immediately to the Designated Safeguarding Lead (DSL).
- Any anxieties/evidence relating to a child's personal safety and welfare will be kept in a confidential file, in the Head's office. There is a separate central file for safeguarding issues which only the DSL and Deputy DSL have access to. These files are regularly monitored by the Head (when the DSL is not the Head).
- Children's learning journeys are stored in their individual rooms and electronically and are only shared with that child's parent or carer. Information about children is never shared with other parents whether in writing or in the course of a conversation.
- Staff will not discuss individual children, other than for purposes of curriculum planning and group management with other staff members.
- Information given by parents/carers to the Early Years will not be passed on to other adults, including professionals who may work with the child such as speech therapists or Early Years advisors without permission from the parent.

## STAFF:

- Staff complete their key children's learning journey records on the premises.
- Staff are made aware on their induction training that confidentiality is essential and given our procedure to read.
- The setting takes into account Data Protection and GDPR regulations when disclosing records that refer to 3rd parties.
- Issues relating to the employment of staff whether paid or unpaid will remain confidential to the people directly involved.

- All personal information on staff, including copies of contracts are kept in secure personnel files. Confidential records are kept of staff performance management and supervision meetings, again secured in a locked cabinet. Access to these files is restricted to the Head, Head of Pre-Prep (with the Head's permission), and the Bursar.
- Teaching staff and Key Workers are informed about any issues relating to a member of staff in their rooms if necessary.
- Students attending the Early Years or School for training, or any cover workers are advised of our Confidentiality Policy and will be required to respect it.
- Work experience students, volunteers or graduate students are required to sign a confidentiality form before commencing their sessions.
- If parents/carers need to share information or knowledge they should either approach the staff or make arrangements to meet with the Head.