

HANHAM TODDLERS PRE-SCHOOL

Title	Confidentiality	Reference	P2-17
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1.0 Policy

1.1 The Pre-School shall be registered under the *General Data Protection Regulations Act May 2018* for the collection and retention of all necessary personal information relating to children, families, staff, volunteers, etc. for a defined period, in order to exercise and discharge its duties.

2.0 Scope

2.1 This procedure defines the control of confidential information obtained by the Pre-School.

3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage

P1-1 Generation, Approval and Distribution of Procedures

P1-2 Record Retention

P2-20 Safeguarding Children

General Data Protection Regulations Act – 1998 and May 2018

Children's Act

General Data Protection Regulation Letter

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	23 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	9 February 2023
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<p>5.0 Procedure</p> <p>5.1 <u>Contents</u></p> <p>5.1 Contents</p> <p>5.2 Introduction</p> <p>5.3 Records</p> <p>5.4 Confidentiality Agreement</p> <p>5.2 <u>Introduction</u></p> <p>5.2.1 Due to the nature of the service that the Pre-School provides, a quantity of confidential information shall be either obtained or generated relating to adults and children, including their families, involved with the Pre-School.</p> <p>5.2.2 Members of staff shall, at all times, ensure that issues they are aware of remain confidential only to the people that are directly involved, as defined by the related procedures.</p> <p>5.2.3 Members of staff, or any other person involved in the running of the Pre-school, including trainees, students and Parent Helpers shall only speak to parents/carers regarding their child/children when on the Pre-school premises, unless specific permission is granted by the Manager or attendance is required at <i>Team Around the Child</i> meetings.</p> <p>5.2.4 Members of staff, or any other person involved in the running of the Pre-school, including trainees, students and Parent Helpers shall not discuss or post any information relating directly to the setting, its staff, children, or its operation, on any social networking site. Refer to Safety procedures P2-21-1 and P2-21-2, Paragraph 5.4.5 for typical social networking sites.</p> <p>Note: This includes such things as photographs of members of staff, adults and/or children participating in any event relating to or representing the Pre-school.</p> <p>5.2.5 Any occurrence of such an issue as that defined in Paragraph 5.2.4, shall result in the individual(s) involved being subject to disciplinary procedures.</p> <p>5.3 <u>Records</u></p> <p>5.3.1 The Pre-School shall keep and maintain a complete record of all children attending the setting, as required by the Children's Act.</p>			
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<p>5.3.2 All personal information collected and retained by the Pre-School shall be controlled strictly in accordance with the requirements of the <i>General Data Protection Regulations Act</i>.</p> <p>The Pre-School's Data Protection Registration Number is: PZ9221683</p> <p>5.3.3 All retained records shall be in accordance the requirements of the Record Retention Procedure P1-2.</p> <p>5.3.4 Parents/Carers shall have access to all confidential records relating to their own child/children. Information relating to other children or their families shall not be discussed or shared under any circumstances.</p> <p>5.3.5 All staff shall have access to all confidential records relating to them. Information relating to other members of staff shall not be discussed or shared under any circumstances.</p> <p>5.3.6 Staff shall not discuss individual cases with third parties other than the Manager or, in specific circumstances, representatives of the Pre-School Management Team other than as necessary for purposes of curriculum planning or group management needs.</p> <p>5.4 <u>Confidentiality Agreement</u></p> <p>5.4.1 All members of staff shall be made specifically aware of this procedure and shall be required to sign the Controlled Copy Procedure Acknowledgement Form, (Form F1), stating that they have read and understand this procedure, as defined in the Generation, Approval and Distribution of Procedures procedure P1-1.</p> <p>5.4.2 All students and trainees attending the Pre-School shall be made specifically aware of this procedure and shall be required to sign the Confidentiality Agreement Form, (Form F10), stating that they have read and understand this procedure.</p> <p>5.4.3 All Confidentiality Agreement Forms shall be retained in the relevant staff records by the Pre-School General Assistant.</p> <p>5.4.4 Prior to a child attending the Pre-school, all Parents/Carers shall sign the <i>General Data Protection Regulation Letter</i> contained in the Parent/Carer Induction Pack.</p>			
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6.0 Amendment Record

Issue 2:

Inclusion of Section 6 – Amendment Record

Insert new Paragraph 5.2.3

Issue 3:

Insert new Paragraph 5.3.1

Re-number Paragraphs to the end of Section 5.3

Issue 4:

Replace C Gibbs with L Sims as Chair

Insert reference *Statutory Framework for the Early Years Foundation Stage* in Section 3

Include reference to Safeguarding Children procedure P2-20 in Section 3

Insert new Paragraphs 5.2.3 and 5.2.5 and renumber Paragraphs to end of Section

Amend Paragraph 5.2.4

Insert Page 4

Issue 5:

Replace L Sims with L Hansom as Chair

Remove reference to *Deputy Manager* in Section 4

Refer to *General Data Protection Regulations Act* in Section 1

Insert reference to *General Data Protection Regulation Letter* in Section 3

Replace *Data Protection Act* with *General Data Protection Regulations Act* and add *May 2018 to 1998* in Sections 3 and 5.3.2

Insert new Section 5.4.4

Issue 6:

Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees

Signature Block - update names of Manager and Chair

Paragraph 5.2.4 - remove reference list of specific social media site and refer to Safety procedure