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## Confidentiality and Information Sharing Policy

### Policy Statement

Bradpole Preschool aims to promote an environment of respect and have a confidential relationship with our families. We try to respect the privacy of children and their parents and carers, while ensuring that they access to high quality early years care and education in our preschool. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulation 2018 and the Freedom of Information Act 2000. Any information will be shared in accordance with other preschool policies.

### Confidentiality Procedures

- We always check whether parents regard the information they share with us to be confidential or not
- Some parents may share information about themselves with other parents as well as staff; the preschool cannot be held responsible if information is shared beyond those parents in whom the person has confided
- Information shared between parents 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 it
- We inform parents when we need to record confidential information beyond our general children's records (see Children's Records policy). For example, with regard to any injuries concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child
- We keep all records securely
- Confidential files and will be shared with as few people as possible and on a 'need to know' basis.
- We expect any information shared with parents about the preschool and our families to remain confidential
- All information shared with staff will be kept confidentially and not disclosed without parental consent unless we are required to do so by law or in the advent of a safeguarding issue or Ofsted require to see our records



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- The preschool shares information with other settings or providers and at transitions and when children go on to school

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2021

Date to be reviewed: Autumn Term 2022