

## EXPLORERS POLICY AND PROCEDURES

Name	Confidentiality Policy
No. of pages	2 (+1)

Legal Framework:

Data Protection Act 1998

Children's Act 2004

During our work with children and families there is likely to be an exchange of information of a sensitive nature.

This confidentiality policy forms part of a contract with Explorers pre-school and parents/carers/guardians and is intended to protect the privacy/confidentiality of children, parents/carers/guardians and staff.

To promote an environment of respect with reference to confidentiality, information relating to children, families and staff; Explorers aim to ensure that:

- Parents/carers/guardians of each child have access to files and records of their own child and no other and this information will only be used to enhance the welfare of each child.
- Individual children will only be discussed by staff and their own parents/carers/guardians.
- Discussion regarding children, by staff will only take place in the interests of group management and curriculum planning.
- Information pertaining to a child will not be shared with any other party without prior consent from the parent/carer/guardian e.g. safeguarding children (unless deemed an emergency), transfer forms etc.
- Issues relating to staff employment (paid or unpaid) will remain confidential between staff and the committee.
- All individuals working within Explorers eg. parent helpers, volunteers, students, advisors, committee members etc. are made aware of our confidentiality policy and required to understand and agree to its content (Staff, students, volunteers will be required to sign a statement to this effect at induction).

Parents/carers/guardians will receive a copy of this policy in the 'Parent Pack'.

Non adherence to this policy will result in the implementation of the Disciplinary Procedure/exclusion from Explorers.

Storage of Confidential records

Children's Records

All records pertaining to each child must be stored in a secure, locked cabinet with limited access (supervisor/assistant supervisor/keyworker). If child's files are taken off site, hard copies must be secured in a locked cabinet with limited access (supervisor/assistant supervisor/keyworker) and all digital records to be kept in a locked file with password.

#### Staff Records

All staff personnel records must be stored in a secure, locked cabinet with limited access (Supervisor, Chairperson or Treasurer).

Recruitment paperwork (application forms, references etc.), may be transferred to personnel files if the candidate is successful or if unsuccessful, kept for six months and then shredded.

If staff files are taken off site, they must be stored securely.

#### Committee

Confidential records held by committee members e.g. financial information, addresses, telephone numbers etc. must also be stored in a secure, locked cabinet.

There should be limited access to this information (Chairperson, Treasurer or committee members directly involved with the relevant information).

#### Photographs

Parents/carers/guardians will be asked for written permission for staff to take photographs in the pre-school setting or on outings etc.

Photographs will only be used within the setting (children's records, wall pictures etc.) and will be printed and then deleted from camera memory/disc.

Parents/carers/guardians may be able to take photographs on outings etc., if they acquire permission from other parents/carers/guardians of any other children included in the shot.

Photographs should not be posted on social networking sites.

#### Internet disclosure of information

All parental concerns, ideas and comments concerning Explorers must be made through the appropriate channels i.e. to individual committee members, members of staff or at Explorers committee meetings.

Under no circumstances should specific Explorers business/ news/comments/complaints etc. be discussed in uncontrolled environments e.g. Social networking sites or the school playground. Such discussions could lead to misunderstanding and misinformation and may contravene this confidentiality policy.

Staff photos or videos from the pre-school setting/outings etc. are not to be posted on Social Networking Sites. No photos or videos of children other than your own to be put on social media.

Staff are not permitted to make or accept invites to become 'friends' of parents/carers/guardians of children currently attending Explorers, on any Social Networking Sites.

All the undertakings above are subject to the paramount commitment of Explorers, which contributes to the safety and well-being of each child (refer to Child Protection Policy).

Please note:

The information below only needs to be included on the main policy which has been adopted and not on the parent/carer/guardian copy.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor