

Rainbow Early Years

Confidentiality policy

Statement of intent

It is our intention to respect the privacy of all our children and their parents and carers at Rainbow Early Years (REY), while ensuring that they access high quality care and education.

Aim

We aim to ensure that all parents and carers can share their information in the confidence and that it will only be used to enhance the welfare of their children.

Methods

To ensure that all those using, and working, at REY can do so with confidence, we respect confidentiality in the following ways: -

- Parents have ready access to the personal file and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other staff, except where it affects planning for the child's safeguarding or specific needs. Staff induction includes an awareness of the importance of confidentiality in their role.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a locked filing cabinet at REY whilst remaining as accessible as possible.

- Documents sent will be password protected.
- We adhere to GDPR (General Data Protection Regulation) requirements with regards to keeping of records.
- Issues to do with the employment of adults, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students from Secondary, Further Education Colleges or University, when they are working at REY, are advised of our confidentiality policy and required to respect it.
- Staff, committee and students are required to read and adhere to REY confidentiality agreement which is then kept on file.

All the undertakings above are subject to the paramount commitment of REY, which is to the safety and well being of the child. Please see also our policy on child protection.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: Feb 2017

Reviewed: 8-8-17

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20

Date of next review: Annually