

Confidentiality and Information Sharing Policy

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information. All the undertakings below are subject to the overriding commitment of the pre-school, which is the safety and wellbeing of all children in its care. To ensure that confidentiality is maintained by all those using the pre-school we adhere to the following guidelines:

- Parents only have access to records of their own children and will not be given information about any other children.
- Any information given by parents or carers to the staff should not be passed onto others without consent.
- Staff induction will include an awareness of the importance of confidentiality within the pre-school and a copy of this policy is given to each staff member.
- Any sensitive discussions with parents or carers about their children will take place privately and, if appropriate, may be arranged outside pre-school hours.
- Staff will not discuss individual children, other than for purposes of planning or grouping, with anyone or in the presence of anybody other than the parents or carers of that child.
- Issues relating to employment of staff, paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Volunteers and students on placements or undertaking other recognised qualifications or training in the pre-school, are advised of our confidentiality policy and are required to respect it.
- Committee members (Trustees) have a duty to maintain confidentiality whilst on the Committee and at all times after leaving it.
- Any issues relating to pre-school children and their families or members of staff should not be discussed outside the pre-school setting.

Storage of confidential information

- Details requested on our registration forms, including address and telephone number are also deemed confidential and will only be used for pre-school management purposes. This information is kept securely in a locked filing cabinet in the office.
- Emergency contact phone numbers are kept in a sealed envelope behind the signing in sheet. This is only to be used in the event of an emergency evacuation by the Pre-School Leader, Deputy Leader or Chair.
- Any concerns or evidence relating to a child's personal safety are kept in a separate locked filing cabinet in the office and are shared on a strictly 'need to know' basis. The child's file should be annotated to indicate there is a separate record in the Safeguarding File. Only the Safeguarding Lead Practitioner (SLP) and Deputy SLP have access to this file.
- The safe storage and transport of photographs and videos is outlined in our e-Safety Policy and risk assessment.
- After they leave children's records are kept securely and then shredded according to current guidance and in line with Norfolk Safeguarding Children Board requirements.

Information Sharing

If it is in the public interest we are obliged to share confidential information, without consent from the person who provided it, or to whom it relates. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been.
- To prevent harm to a child or adult.
- Not sharing it could be worse than the outcome of having shared.

We follow the seven golden rules of information sharing as laid out in the government guidance: **Information sharing - advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018).**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and wellbeing: base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kind of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- We have a statement in our pre-school / parent contract which parents sign to say they have understood. Parents keep a copy of the contract for their records and reference.
- Parents are asked to give written consent to share information about any additional needs their child may have with outside agencies. This includes the proviso that parents are informed before any agency is contacted.
- We ask for written consent to pass on child development summaries to the next setting.
- Parents are asked for written consents to the use of their child's image:
 - in their learning story
 - in other children's learning stories
 - in pre-school displays
 - in pre-school marketing and website.