

Confidentiality Policy

The services provided by Holt Under Fives Playgroup & Toddlers may sometimes bring Staff and Committee members into contact with confidential information. Helen Jowett is the lead person for information/communications sharing. To ensure that all who use and work within the setting can do so with confidence, confidentiality will be respected in the following ways:

- Parents/carers will have access to any files and records of their own children but will not have access to information about any other child.
- Choices made by parents/carers in relation to photographs and short film footage accessible for viewing by others will be followed (this includes their decisions relating to Facebook, Website and marketing documentation).
- Staff should not discuss individual children with anyone else except Staff or the parents/carers for purposes for curriculum planning or in connection with their ongoing development.
- Information given by parents/carers to the staffing team will not be passed to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and the Holt Under Fives Safeguarding (Child Protection) & Whistle Blowing Policy will be followed.
- Issues relating to the employment of Staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.
- Enabling Staff, volunteers and students to have access to their own files and records but not anyone else's.
- Staff, volunteers and students do not discuss concerns about individual staff members with anyone other than their delegated manager (or that person's delegated manager).
- Any changes in legislation or regulations will be adhered to by the Staff and Committee members of Holt Under Fives Playgroup & Toddlers.
- Any individuals undertaking a placement or cover within the setting will be advised of our Confidentiality Policy and asked to accept it (signed document retained on file).
- Policies and Procedures eg. Safeguarding (Child Protection) & Whistle Blowing and the Holt Under Fives Privacy Notice (in line with GDPR) which relate directly to this Confidentiality Policy will be read by any individuals undertaking a placement or cover within the setting. Any queries or concerns relating to these documents of practice should be raised immediately with the Playgroup Leader or Playgroup Supervisor (Helen Jowett/Sarah Jones).

- Holt Under Fives following permissions gained from parents/carers and employees have correspondence, invoices and fee schedules stored in electronic format on a penstick. Risk analysis of information utilised by Helen Jowett, Chairperson and the Holt Under Fives Financial Team has been undertaken. Any paper copies are kept securely in line with the GDPR (General Data Protection Regulation) and the Data Protection Act 2018. Please refer to www.ico.org.uk (the Information Commissioners Office – a registration fee to which Holt Under Fives pays yearly).

Data relating to children and their families/carers is kept in a filing cabinet (locked), (if the door to the office is open, it is not possible to access the cabinet unless the door is closed). The setting space is securely locked at the end of the day.

Photographs are stored on a memory card and deleted when printing has been undertaken. Photographs taken, posted to Holt Under Five's Facebook page (permissions in place) are then organised and printed out the following month. They are then deleted.

- Making available personal data to CIW (Care Inspectorate Wales) as required by day care regulations.
- Keeping records of concerns/information relating to children's safeguarding confidential and in line with Holt Under Fives Safeguarding (Child Protection) & Whistle Blowing Policy and the All Wales Child Protection Procedures.
- Any breach of confidentiality is taken seriously – please refer to our Disciplinary & Grievance Procedure.
- Statutory regulations regarding the period for storing information will be followed.
- Information that can be disposed of will be shredded or burnt.
- Computer or electronic devices will be wiped before passed on to a third party.
- Password protection will be in place for any computer or electronic device that has shared use.
- Holt Under Fives Staff & Committee represent the organisation at all times (whilst in work & outside the setting). Staff members will adhere to all procedures within this Policy and sign their agreement. Staff will sign our Policy in relation to Use of Electronic Equipment, Internet & Social Networking.

The safety and wellbeing of children and Staff within Holt Under Fives Playgroup & Toddlers is of paramount importance and this Policy works to ensure this.

I _____ (*print full name*) hereby accept all elements of Holt Under Fives Playgroup & Toddlers Confidentiality Policy. I understand a copy of this signed document will be retained on file. I have received a copy for my own records.

_____ (*Please sign*) _____ (*Date*)

Date:	September 2019
Checked:	Julie Suckley/Helen Jowett / Sarah Jones/Nicola Lautrete (Registered Person/Playgroup Leader/Playgroup Supervisor/Chairperson)
Review Date:	June 2020