



CONFIDENTIALITY AND INFORMATION SHARING POLICY

Catkins Preschool

July 2022

Catkins Preschool takes our responsibility to ensure the protection, health and safety and well being of the young children entrusted to our care very seriously. We expect our staff to comply with this confidentiality policy and will treat breaches of confidentiality as a serious matter.

Our work with children and families will sometimes bring us into contact with confidential Information and we aim to ensure that all parents and carers can share information in the confidence that it will only be used to enhance the welfare of their children

Anne Phillips is responsible for the implementation, monitoring and review of the confidentiality policy.

Record Keeping Methods

We keep two kinds of record on children attending our setting:

1. Developmental records

These include observations of children in the setting, samples of their work, photographic observations and summary developmental records of achievement.

2. Personal records

These include registration and admission forms, signed consents, original birth certificate seen and recorded, medical information and any correspondence concerning the child of family.

All records are kept confidentially in locked rooms/filing cabinets and parents have access to the files and records of their own children but do not have access to information about any other child. Personal information will be shredded once finished with.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We are registered data controllers and comply with guidelines given. We also share some personal details with KCC in order to meet requirements to obtain Government Funding for your child and we comply to their data protection rules and code of practice.

In special circumstances the setting may need to work in partnership with other agencies. Information regarding a child's welfare may be passed on to a relevant agency on a 'need to know' basis to enable the provision of appropriate services where deemed necessary.

Other Records Held by Catkins Preschool

Information to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

Students, volunteers who are working or observing in the setting are advised of our confidentiality policy and required to respect it, this is signed to prove that they have read it.

General Data Protection

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018). These state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the persona data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

Procedures for information sharing and Safeguarding

At the point of admission parents provide information about their child, and are made aware of the sharing of this information, and give their consent for us to do so, should it be necessary. When signing the registration forms parents sign to say they understand the circumstances in which information may be stored and shared without their consent. Where there is a need, information may be shared with other agencies as detailed in our Safeguarding Policy and also with transition to school and other educational or medical professionals. Staff will share information when they seek advice from other practitioners and also as they discuss concerns and progress about children during routine supervisions. Any actions arising at these times are recorded on the child's file. Our Safeguarding Policy sets out the duty of all members of our staff to refer child protection concerns to Anne Phillips or Amy Davey, as designated people, who will contact children's social care for advice where they have doubts or are unsure.

We will strive to share with informed consent where appropriate but we will also respect the wishes of those who do not consent to share confidential information where possible without compromising a child's safety and wellbeing. The setting may still share information without consent if, in our judgement, there is good reason to do so, such as where safety may be at risk. We ensure that the information we share is necessary for the purpose for which we are sharing it and that it is

shared only with those individuals who need to have it. Information shared is accurate and up-to-date and is shared securely. Our Safeguarding Policy sets out how and where information should be recorded and what information should be shared with another agency when making a referral. When we decide to share we will record what we have shared, with whom and for what purpose in the child's file. If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers where necessary, shared care forms are the initial communicators between ourselves and other childcare facilities. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

Separated parents

The consent to share information will only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully. Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

Transfer of records to school

Catkins Preschool aims to prepare children for these transitions to other early years settings and also to reception classes in primary schools. We involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting. Therefore, we will share appropriate information with the receiving setting or school at transfer. Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

When completing a transition to school document about your child, their key person will prepare a summary of achievements in the seven areas of learning and development and inform the school of their strengths and weaknesses in these areas as well as give the school a personal account of your child as an individual and any relevant information which will aid in the smooth transition between us and their next educational setting. This is also an opportunity to inform the school of any additional needs that have been identified or addressed by our setting; any special needs or disability, whether there is an Education, Health and Care Plan and the name of the lead professional who works with your child.

Transfer of confidential information

The receiving school or setting will need to have a record of any safeguarding concerns that were raised in our setting and what was done about them. We will make a summary of the concerns to send to the receiving setting or school. Where social services are involved, we will pass the name and contact details of the child's social worker on to the receiving setting or school. We post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'. We do not pass any other documentation from the child's personal file to the receiving setting or school.