



Confidentiality Policy

Ethos

At Norcot Early Years Centre we respect everyone's right to privacy. Care and due consideration is taken over decisions to break confidentiality.

Aims

- The overall aim of this policy is to protect the child at all times and to give all staff clear, definite guidance as to their legal and professional roles and to ensure good practice throughout the Centre which is understood by pupils, parents/carers and staff.

Responsibilities of Governors

- To monitor and support the implementation of this policy

Responsibilities of Head of Centre

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that parents are aware of their roles and responsibilities regarding confidentiality

Responsibilities of Staff

- To adhere with and follow this policy at all times

Responsibilities of Students & Volunteers

- To adhere with and follow this policy at all times

Responsibilities of Parents

- To adhere to their roles and responsibilities at all times.

Associated Policies

- Safeguarding
- Social Media and Networking
- Data Protection
- Code of Conduct
- Privacy notice

Policy Agreed: June 2018

Policy to be Reviewed: June 2019

Children's Records

Staff are permitted to discuss individual pupil progress to ensure they make full use of their time at the Centre. It is not appropriate for this information to be shared outside the Centre other than through meetings between the child's parents/carers and the child's key worker and other professionals who are involved in the child's care and education. Situations which arise in the Centre should be treated confidentially unless stated otherwise.

Multi Agency Working

Professionals within the Centre or working with people in the Centre should share information where this is beneficial to the child or family. This information should be treated as confidential amongst professionals and the family.

Staff

1. It is not acceptable for staff to relay private conversations with each other to any other members of staff other than Senior Management in cases of concern.
2. If you have a circumstance which could affect your performance at work it is your responsibility to inform your line manager who in turn will inform S.M.T. Please be aware that it is not possible for a member of staff to keep information confidential if it is felt that what they have been told could affect the running of and performance of the Centre. Any issues discussed by S.M.T to do with a member of staff's circumstance will be with their knowledge.
3. It is the responsibility of staff to ensure they are aware of the security settings for their personal data on social media accounts. It is up to staff to set appropriate privacy settings for their accounts. Staff are advised not to enter into any correspondence on social media with parents/carers. Any issues raised should be reported to SMT immediately.
4. Staff to ensure the confidentiality of everyone at the Centre is maintained by not posting anything on any social media site that is considered defamatory.

Any issues discussed by S.M.T relating to staff will be kept confidential.

Data Protection Act

All staff working at the Centre should have a regard to the GDPR and ensure the laws are applied.

Freedom of Information Act

Under the Freedom of Information Act certain information may be shared. This is only the case if this does not contravene GDPR.

Staff contact details

These are held securely in the staff personnel files in Waterside building. Copies of staff contacts will be kept in Senior Leadership office in Meadowside and Deputy office in

Waterside. Numbers and addresses should not be given out to anyone else unless the person has given consent to do so. Staff are welcome to share their own numbers etc. with each other if they wish.

Parent/carers contact details

Children's blue school folders are held securely in Meadowside and Waterside offices and are **not** available for other parent's information. In the case of an emergency the parent concerned will be contacted by Centre staff and asked to contact other parent/carer requesting details. This is then between the two people concerned as to how they proceed. Child contact details are stored in index boxes in Waterside rooms and Meadowside office. Index boxes are stored securely.

Press and Photographs

Positive press coverage is encouraged through articles and television media. Permission is sought from parent/carers with regards to photographs being taken of their children which would be used for advertisement and publications. Parents are asked to sign a permission form for the following:

- Declarations of consent
- Sharing Information
- Photography/Recordings
- Outings
- Hand Massage
- Face Paints
- Tapestry

The permission form gives details of each category.

If a parent wishes to withhold permission for any of the above, this will be held on file.