



CONFIDENTIALITY POLICY

Here at Oakfield parents and children's confidentiality is respected and we as staff also expect the same.

Talking to parents - EYFS requirement 3.60 – *Providers must ensure that there is an area where staff may talk to parents and/or carers confidentially.*

Parents can speak to me confidentially (without children or other parents listening in) on request. I will also take phone calls or email messages from parents on weekday evenings (by prior arrangement). I am happy to arrange home visits on request.

Privacy - EYFS requirement 3.69 – *Providers must ensure that all staff understands the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.*

All information relating to children and families is stored securely and treated confidentially, unless I have permission to share it or there is a child protection (safeguarding) issue.

GDPR compliance – the 6 Principles of the General Data Protection Regulation (GDPR, 2018) state that information must be treated with:

- Fairness, lawfulness and transparency;
- Purpose limitation;
- Data minimization;
- Data quality;
- Security, integrity and confidentiality.

With relation to 'confidentiality' this means that personal data relating to children and their families: *must be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.*

Passing data on to a child's next setting – I write a Transition Report which is passed via you to your child's next setting. Parents are asked to input into the Transition Report, and it is your decision whether to pass it on or not. This helps me to comply with the EYFS requirement to share information with other settings while ensuring your child's confidentiality.

Paperwork storage - I store some of the children's information in their personal progress folders, childminding information on the computer, mobile phone (parents' numbers) and digital camera (photos of children) and I take digital photos of children to help me meet the requirements of the EYFS.

I am aware that parents might need to share confidential information with me about their child or their family situation and I will not use this information for any reason other than to consider how I might best support the child.

I aim to promote confidentiality by –

- Sharing my confidentiality policy with parents and reminding parents about the importance of not sharing personal or family information online;
- Keeping information safe on the computer and mobile phone – see **Mobile Phone and Camera Policy**;
- Making parents aware that their details will only be passed to other agencies with their written permission; or shared confidentially with other agencies if there is a safeguarding issue;
- Advising parents that in some situations I am required to work with other settings or agencies such as nurseries, pre-schools and the Children's Centre to support their child's learning and / or development – this is a requirement of the Early Years Foundation Stage (EYFS) – see **Permissions Form** for more information;
- Advising parents that, at times, it is impossible for me to maintain absolute confidentiality – for example, if a child has an infectious disease, I have a duty to inform other parents and sometimes I only look after 2 children at a time;
- Advising parents of any relevant organizations that have requested a disclosure of personal information and records unless expressly requested not to do so by the said agency in writing; or if I have been asked for information in connection with Court proceedings.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.