



Confidentiality Policy

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1. Introduction to Brookside Pre-school's policy on Confidentiality

In our setting, all members of staff, volunteers and committee members can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

There are record keeping systems in place that meet legal requirements: this means the pre-school uses, retains, and shares information within the framework of the Human Rights Act (1998) and the General Data Protection Regulation (GDPR) 2018.

2. Disclosure and confidentiality

Confidentiality is defined as 'something which is spoken or given in private; entrusted with another's secret affairs' The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his/her conversation completely secret and discuss it with no-one.

In practise, there are few circumstances where absolute confidentiality is offered in our pre-school. In most cases, what is offered, is limited confidentiality. Disclosures of the content of a conversation could be discussed with professional colleagues.

We strive to offer a balance between:

- ensuring the safety, well-being and protection of our children and staff.
- ensuring there is an ethos of trust where children and staff can ask for help when they need it.
- ensuring that when it is essential to share personal information and/or safeguarding issues, respectful procedures are followed.

3. Confidentiality procedures

It is vital for staff, volunteers, and committee members to:

- Understand the limits of the confidentiality they can offer to children and parents/ carers. The needs of the children are paramount, and the nursery staff will automatically share information about children with their parents/carers, unless it is not considered to be in the child's best interests.
- Make it clear at the beginning of sensitive conversations, that there are limits to confidentiality. These limits relate to ensuring children's safety and well-being.
- Follow the safeguarding policy and procedures to enable them to identify and respond to safeguarding concerns or disclosures during conversations. All staff and volunteers receive basic safeguarding training during their induction process.
- Information shared during committee meetings, work group emails and work group messenger are strictly confidential and are not to be discussed outside of the group.
- Committee member discussions are bound by a shared agreement that the information is confidential to the group and not discussed outside it. In cases where advice is needed from external organisations/parties e.g. legal advice, initial discussions will be kept in general terms and will not divulge any information or data which could identify a person. There may be instances where it is necessary to give specific details about a case – and where possible, any data which could lead to a person being identified will not be given.
- Staff, volunteers, and committee members should not discuss matters concerning children or pre-school outside of their working hours. For example, if parents see staff outside of work and ask about matters regarding pre-school the staff member should politely ask if they could revisit the conversation during work time or refer them to the manager for urgent matters.
- Information shared between parents in a group discussion facilitated or supported by the pre-school is usually bound by a shared agreement that the information is confidential to the group and not discussed outside it.
- Some parents may share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared in confidence with the Manager by staff or parents would only be shared with the committee Chairperson or group only on a need-to-know basis.
- Staff, volunteers, and committee members should adhere to the pre-schools social media and social network policy.