



## Confidentiality Policy

### Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care and education.

### Aim

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.

In our setting it is our objective to respect the privacy of children and their parents/carers, while ensuring that they have access to a high quality, Early Years' education. It is our intention that all parents/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; the means of storing and sharing that information can take place within the framework the Data Protection Act 1998, GDPR Act 2016 and the Human Rights Act 1998

### Methods

To ensure that all those using - and working in - the school can do so with confidence, we respect confidentiality in the following ways.

- 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.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Facebook, Twitter, Instagram and/or other social networking sites / personal blogs, etc. are a public form of communication. Stockton House Pre-School is aware that staff/students may already be friends with parents/carers associated with the Pre-School BUT this does not negate their responsibility for confidentiality in accordance with this policy; In their non-work time, staff, students or helpers remain responsible for taking care not to post anything on-line that breaks confidentiality about children, families or colleagues, or that could damage the reputation of the Pre-School. These sites should not be used to verbally abuse or harass staff, or parents. Privacy and feelings of others should be respected at all times. If information on the site raises a cause for concern, with regard to conflict of interest, employees should raise the issue with the Early Years' Manager. Instances where Stockton House Pre-School is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied.
- During the working day, personal mobile phones (with the exception of that of the Early Years' Manager and the School Office) are kept in staff bags. Parents/Carers/Students/staff mobile phones must be switched off at all times.

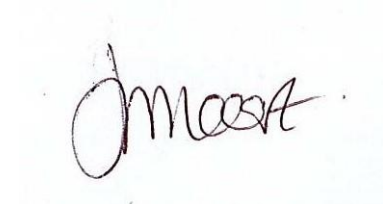
- Photographs are only taken on the school cameras or school mobile phone, or Early Years Managers phone (and after parents have granted permission via the child data form).
- Photographs are used only within the school or the children's personal portfolios, unless parents have given their permission for photographs to be used on the school social media sites. No children are named in these photographs.
- All students working/observing in the school are advised of our confidentiality policy and required to abide by it.
- Parent/Carers/students must sign to say that they have read and understood the Policy

### Access to personal records

Parents/carers have a right of access to the information held regarding their child/children. Some rules have been amended following the introduction of GDPR 2018 (the General Data Protection Regulation). Stockton House Pre-School will follow the advice and guidance laid out on the ICO website to ensure current and relevant procedures are followed.

### Review

This Policy has been reviewed and updated on 31<sup>st</sup> July 2025 by

A handwritten signature in black ink, appearing to read 'Jenny Moore', is centered on a light blue rectangular background.

Jenny Moore, BA EYPS  
**Early Years' Manager**  
**Stockton House Pre-School**