



Kate Greenaway Children's Centre Confidentiality Policy

Date policy last reviewed	November 2016
Date policy to be reviewed again	November 2020
Head teacher's signature	
Governor signature	

Statement of Intent:

It is our intention to respect the privacy of the children and families who have access to our Children's Centre, whilst they have access to high quality service provision within our Centre. This also applies to the staff employed at Kate Greenaway.

Confidential matters are all matters that the family or an individual consider to be private or sensitive and or could cause personal harm or embarrassment to them.

Aim:

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

Methods:

The Nursery School and Children's Centre holds two kinds of records on children and their families attending the Centre.

1) Personal Records

These include membership forms, signed consents, and correspondence concerning the child or family, reports or minutes of meetings from other agencies or staff concerning the child, an ongoing record of relevant contact with parents, and observations made by staff on any confidential matter involving the child such as developmental concerns or safeguarding issue.

All confidential records are stored in a lockable cabinet and are kept secure by the Centre receptionist. Ultimate accountability lies with the headteacher.

Parents have access to the records in accordance with the Freedom of Information Act in relation to records of their own child, but do not have access to information about any other child or family.

Staff will not discuss personal information given by parents with other staff members, except where it affects planning for the child's needs, or where there are concerns for the child's safety.

All members of staff sign to say they have read and understood the Kate Greenaway Nursery School and Children's Centre Confidentiality Policy.

2. EYMIS records

- Parents/Carers of all children attending the Children's Centre complete a Registration form, at the bottom is an agreement that parents sign to permit the London Borough of Islington Children's Centres to store information on the EYMIS database. Attendance at all sessions in the Children's Centre is recorded on paper registers and this information is transferred onto the database. Attendance records are kept for Health and Safety Purposes.

Other Records

- Matters regarding the employment of staff, paid or voluntary, remain confidential to the people directly involved with making Personnel decisions.
- Students on recognised qualifications and training placements must
 - have a DBS check
 - Sign and agree to abide by the Confidentiality policy

Maintaining Confidentiality.

It is important that all sensitive information is properly respected at all times.

Storage -

sensitive information should not be left in areas with public access. This includes all /electronic storage devices .

Confidential Information should be locked files when not in use.

Restricted information should be kept in a secure location and only unlocked for authorised use.

Such information should be held away from general information such as personal files.

Electronic Information -

Kate Greenaway abides by the Confidentiality guidelines agreed by London Borough of Islington.

See Appendix 1

Written Communication -

- confidential information sent internally should be in a closed file or envelope marked "confidential".
- In administering, filing, printing, typing or faxing confidential information you should ensure that it is undertaken by a person who understands the confidentiality procedures.
- It is essential that confidential material is not left in machines after processing.
- All confidential documents should be disposed of in the Confidential Waste bin provided by LBI
- Meetings, courses and conversations should observe the same standards as written information.

By Phone

Care should be taken when providing or receiving information by telephone and ensure that you are speaking to the appropriate person. If contacting clients by phone you should check with the client that it is secure and agree procedures for leaving messages.

All confidential conversations should take place in privacy where no-one else can see or overhear. This applies to spoken or signed conversations.

Non English speaking/writing families

All translation and interpretation staff handling sensitive information must have been trained to maintain confidentiality.

Confidentiality regarding Staff Health

All paperwork related to health issues is confidential. It must not be disclosed by staff with legitimate access unless authorised to do so, and must not be left open or unattended in files or on desks. All personal records should be locked away.

Lost information/Stolen information

A log will be kept of lost, stolen or unauthorised access to confidential documents. Any theft should be reported to the police, emphasising the confidential nature of the documents.