

17. Confidentiality policy and procedure

Bradley Playgroup's work with children and families involves being aware of, recording and keeping sensitive and confidential information. This policy applies to all staff, volunteers, students and management/committee members.

It is the policy of Bradley Playgroup to ensure that all who use and work in the provision can do so with confidence.

We respect the need for confidentiality by:

- Designating Alexzandra Newland as the lead person for information/communications sharing.
- Ensuring that parents/carers have access to any files and records about their own children but do not have access to information about any other children.
- Arranging to share information with parents/carers who request it, in private.
- Ensuring that issues to do with the employment of staff, volunteers and students, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Enabling staff, volunteers and students to have access to their own files and records, but not to information about any other member of staff, volunteer or student.
- Ensuring that staff, volunteers and students do not discuss concerns about individual staff members with anyone other than their delegated manager (or that person's delegated manager).
- Ensuring that staff, volunteers and students sign that they have read, accept and implement the confidentiality policy at their induction.
- Keeping all documents/forms and electronic data containing personal information securely in line with the Data Protection Act 1998
http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx (this also applies to transporting personal information from place to place).
- Registering with the Information Commissioner's Office regarding the information held on children in our care on any electronic device (computer, mobile phone, USB flash drive/memory stick, digital camera, memory card, etc).¹
- Ensuring that confidential information is shared with other agencies only by the Bradley Playgroup's delegated person who has the authority to do so. In these circumstances the parents'/carers' consent is obtained (except in cases where this may place a child at risk).
- Making available personal data to CIW as required by day care regulations.

¹Check for exemptions at www.ico.gov.uk (01625 545740) 'Notification Exemptions: A Self – Assessment Guide' section.

- Keeping records of concerns/information relating to children's safeguarding confidential and in line with Bradley Playgroup's *safeguarding* policy and the All Wales Safeguarding Procedures.
- Taking seriously any breach of confidentiality at Bradley Playgroup. This is considered as gross misconduct that can lead to disciplinary action and dismissal.
- Following statutory regulations regarding the period of storing information (for example: company law, insurance company, CIW, Data Protection Act 1998, charity law and local authority).
- Disposing of any information (that can be disposed of) responsibly, by shredding or burning.
- Ensuring any computer or electronic device holding personal data is wiped before it is passed onto a third party.
- Ensuring that any computer or electronic device that has shared use (for example in a committee member's family) has a system of password protection (as a minimum) for any stored personal information.
- Obtaining parents'/carers' consents before using cameras, or video recording equipment with their children.

This **Confidentiality** policy and procedure was passed for use in Bradley Playgroup

On: 15th March 2024, 22nd March 2023, 1st April 2022, 01/04/19, 24th April 2018

Amended on: 11th September 2023, 6th September 2022, 19th November 2021, 09th March 2018, 13th July 2017

By: Alexzandra Newland

Position: Lead Supervisor

Date of planned review: March 2025