

## **CONFIDENTIALITY POLICY**

### **Aim**

To ensure that all types and methods of information storing and sharing are done so in accordance with current legislations and on a need-to-know basis.

### **Method**

#### **Observations**

Any observations (including a photograph or a recording) taken of children by team members during their attendance at the pre-school is done so with prior consent from parents in the form of information gathered through the enrolment form and Dojo consent forms.

Most observations are of the child, but occasional observations will be for a group activity, therefore the material will be viewed by more than one family and consent has been attained from parents when signing the Dojo agreement. If consent has not been gained, any group photograph containing the child, will not be added to the observation, the child may still be referred to in the observation by initial only.

All observations are taken and stored electronically and are deleted from all devices when the child leaves the setting.

Observations are shared between team members and parents. Observations on occasion and where necessary may be shared with other professionals such as occupational therapists or Ofsted inspectors with prior consent from the parent.

Passwords are changed when a team member leaves or if the manager feels the security may have been compromised.

#### **Photographs and Recordings**

Parents are asked to confirm their consent for any photographs and recordings which may be used in connection with the pre-school as part of the enrolment process.

During pre-school events such as sports day or Nativity, parents are permitted to take photographs and recordings of their own child on their own device for their own personal enjoyment and are reminded by the manager that permission must be asked by parents if other children are present in the photograph or recording before posting on to any social media platforms.

#### **Social Media**

Jigsaw has its own Facebook and Instagram. No information about the children or families who attend the pre-school is added to the sites and only those children who's parents have given written consent via the enrolment form will have their

photo/video recording on these platforms. Parents can withdraw the use of photos or recordings from social media platforms at any point by writing to the manager.

Jigsaw has its own website which is used as an information source for existing and perspective families and any other outside professional agencies that may wish to contact the pre-school. Photographs/recordings of the pre-school and of children taking part in pre-school activities are present on the website.

Photographs/recordings will only be used of parents who have given prior written consent and a verbal consent as added confirmation. Parents can withdraw the use of photos or recordings from the website at any point by writing to the manager. No personal information about children or their families are added to the site.

### **Records**

The pre-school only holds records on the children in our care which has been passed on via a parent, a previous childcare provider or outside agencies involved with the child and/or family. A full list of the information held about a child is found on the child's enrolment form.

All information is kept securely in the premises of the Jigsaw office in secure cabinets. Registration and enrolment forms may be kept electronically if they have been emailed to the administrator.

We store all information for the appropriate amount of time in accordance with statutory guidelines and all information is disposed of securely. If you would like to withdraw any or all of the permissions or consent given, this can be done in writing to the administrator at [admissions@jigsawpreschool.org](mailto:admissions@jigsawpreschool.org) at any time by the parent.

All information and personal data is kept in accordance with the general data protection regulations and the early years statutory requirements.

The manager and the administrator have access to all of these personal records and team members have access to information on a need-to-know basis. There are private areas within the pre-school grounds where team members, parents and other childcare professionals can have meetings or discuss delicate or personal matters privately.

### **Sharing information**

Sharing information about individuals between public authorities is often essential if we need to keep children safe, or to ensure they and their family get the appropriate services. This sharing must only happen when it is legal and necessary to do so and adequate safeguards are in place to protect the security of information.

The Surrey multi-agency information sharing protocol (mais) is an agreed set of principles about sharing personal or confidential information. It enables each organisation signed up to the protocol to understand the circumstances in which it

should share information and what its responsibilities are. The Surrey MISP has been developed in partnership by representatives from Surrey County and District Councils, the Health Service and Surrey Police.

### **Other professionals**

When children move to another setting such as going to school, the manager may send a copy of the child's most recent summative assessment and any other relevant documents such as SEN information to the new setting. This helps the new teachers to ascertain the child's developmental needs and will aid the school in their transition process. School teachers may come into the pre-school or have a telephone meeting and meet with the manager or key carers again to ascertain information on the child to help with their transition into school.

Information is also shared between other professionals involved in the child's care such as childminders, speech & language therapists etc. Parents will be kept informed of meetings and any information that is being shared between practitioners and permission will be gained by them from the manager in advance.

Safeguarding records must be transferred securely to a new setting as soon as possible and within 5 days for an in-year transfer or within the first 5 days of the start of a new term, separately from the main file and a confirmation of receipt must be obtained. The DSL can share information with a new setting in advance of the child arriving there if it is appropriate e.g. to allow the new setting to have support in place for when the child arrives. Child protection records are exempt from open access.

### **Tablets and children's profiles**

Team members record observations on tablets supplied by the pre-school. On an occasion where a team member needs to work from home, they can ask the manager permission to take the tablet or child's profile home under the condition of the confidentiality and code of conduct policies. Tablets and child's profiles are signed out and signed back in to the setting and remain on site at weekends and during holiday periods.

The word parent has been used in the generic form and can also refer to a person/s who has parental responsibility, a named adult, or other carer such as a childminder.

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| Jigsaw manager   | Helen Tallentire |
| JMG chair        | Gillian Hall     |
| Updated          | September 2024   |
| Next review date | September 2025   |