CONFIDENTIALITY POLICY

Aims

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in our preschool deal confidently with sensitive issues.

Legal Requirements

Human Rights Act 1998

Gives everyone the right to "respect for his private and family life, his home and his Correspondence", unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018

Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records. We know that schools need to be clear, when collecting personal data, and clear about what purposes it will be used for. We have policies to clarify this to staff, governors, pupils and parents.
(Data protection policy)

Freedom of Information Act 2000

Amends the Data Protection Act and gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. Data Protection policy (Freedom of Information Act) should also cover the requirements of this Act.

Children's Act 2004/ and Children and Families Act 2014

The Children's Act, 2004, sets out the following objectives under the every child matters agenda:

- Children and Young People are mentally and emotionally healthy
- Children and Young People are healthy
- Children and Young People choose not to take illegal drugs
- Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation
- Children and Young People have security, stability and are cared for

General Data Protection Regulation (GDPR), 2018

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU). The GDPR sets out the principles for data management and the rights of the individual, while also imposing fines that can be revenue-based. The General Data Protection Regulation covers all companies that deal with data of EU citizens, so it is a critical regulation for corporate compliance officers at banks, insurers, and other financial companies. GDPR came into effect across the EU on May 25, 2018.

Moral and Values Framework

At Little Elms we approach confidentiality within our moral and values framework and thus it is translated clearly and consistently into all areas of our working practices through:

- The curriculum content
- The learning methods
- The relationships within the Pre-school

All adults working in our school

- Implement the Child Protection Policy.
- Encourage children to be open with their parents/carers.
- Must maintain professional standards of confidentiality about anything seen or heard within the school.
- Who has a concern about a child but does not feel they know the child's circumstances well enough to make a judgment about procedure, that adult should discuss their concerns with the child's key person who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the pre-school's procedures for the taking of and use of photographs and video recording in school.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the DSL.
- Adults should be sensitive when discussing an individual child's behaviour in the presence of another child.
- No adult should enter detailed discussions about a child's behaviour or academic progress with other children or their parents.

Social Networking

Posting Information - Users posting information or commenting on the preschool in a professional capacity must adhere to the Mobile/Smart phones and social media Policy. If

you are posting in a personal capacity, it is recommended that these behaviours are still followed. All staff should be mindful of their behaviour when using social networking.

Expected Behaviours

The expected behaviours of users are:
• When responding to postings in an official capacity, you must identify yourself as a representative of our pre-school.
• Any contributions made to social media sites should be professional and relevant and uphold the reputation of our pe-school.
• Do not post any material or information that you do not have permission to share; and do not share information posted to an internal site with any individual or body outside, unless you have explicit authorisation to do so.
• Do not share confidential information users, or post anyone's personal information.
• Read, check and think about others before you post - don't post anything offensive, libellous or inappropriate, or anything that might be interpreted as such.
• Postings must not breach our own and SCC Code of Conduct, equal opportunities or bullying and harassment policies.
• Do not use racist or inflammatory language on any social media sites.
• Any information shared on social networking sites is subject to copyright and data protection legislation, so do not post restricted, commercially sensitive or confidential information, even if the group, discussion or site is a private one.
• Photographs and other images taken for publications or web sites are the copyright of Little Elms and may not be reused on personal web sites. It is important if you are posting comments personally, and not in your role as a member of staff, that you do not act, claim to act, or give the impression that you are acting as a representative of the pre-school and you should not make reference to your place of work.
• Concerns about groups or specific content should be reported to the Manager.

Information held about children
• Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's information and progress at any time. However, parents/carers should be aware that information about their child will be shared with the receiving setting, if and when they change setting.
• All personal information about children including social services records are regarded as confidential. The Manager will decide who will have access, and whether those concerned have access to all, or only selected information.
• Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.

In the room
• Age appropriate responses will be used where sensitive issues are to be addressed.
• All adults should not put pressure on children to disclose personal information and should be discouraged from applying any such pressure.

• All adults will remind children that some information they share in the pre-school may need to be shared with other adults for their protection.

Dissemination of the Policy

All staff members working in the preschool (including voluntary helpers) will receive a copy of this Policy.

A copy of the Policy is available from the office.

Monitoring and review

The Designated Safeguarding Lead's will monitor the effectiveness of the Policy throughout the year in consultation with the manager with responsibility for child protection.

Reviewed by Samantha Willers
Date: February 2026