

Spilsby Playgroup



Confidentiality Policy

September 2023

Spilsby Playgroup takes the confidentiality of parents, children and staff very seriously. We will only use and share confidential information when necessary to support the well-being of the child in line with our GDPR Policy.

The setting will not discuss confidential information about staff, children and families with other parents/carers or any other person who does not have a legal reason to know.

This policy will be shared with all staff, students and volunteers who will be clearly informed on the importance of this policy.

Volunteers and Students will not have access to any personal information relating to staff , children or families.

Records are kept as follows

- All personal details including registration, contacts, safeguarding issues and concerns regarding development are kept in locked, secure confidential files and are not accessible to anyone who does not have a need to know.
- Children's learning and development records are maintained electronically via 'Tapestry'. Only parents/ cares and playgroup staff can access the records using a personal password.

Other records

Staff records

- Each team member has a personal file containing personal details e.g. contacts, qualifications, training, medical issues and appraisal records (kept electronically).
- These records can only be accessed by the owner and the member of staff concerned.
- Student records are kept and contain DBS reference No, contact details -personal and training establishment plus any other relevant information relating to the student.

Medication Records

- Individual records relating to each child, staff member detailing any medication ongoing and emergency treatment with consent from parent /carer or the individual.
- Medication records and individual emergency procedures are shared on a need to know basis in order to maintain the health and well being of the children and staff within the setting.

Accident /Incident records

- Individual records relating to each individual child/staff member will be kept, detailing the nature of the incident/accident, who dealt with it and what the outcome was.

Sharing information with others

- Parents only have access to the records of their own child and no other
- Confidential, personal records are stored in a lockable filing cabinet
- Information given will be shared on a need-to-know basis with the child's key person, other team members and other professionals. This will be only be done with the consent of the parent carer or in cases of safeguarding issues.
- Issues relating to the employment of staff will remain confidential to the people directly involved.

This policy is to be read in conjunction with Spilsby Playgroup GDPR Policy and Privacy Notice.