**ALLOWAY EARLY YEARS CENTRE**

**CONFIDENTIALITY PROCEDURES**

RATIONALE

*“I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected”*

(Health and Social Care Standards, 2018)

AIM

* To protect the privacy of the individual and ensure that an appropriate level of confidentiality is maintained in dealing with personal information and data.

OBJECTIVES

* To ensure staff, parents and children are aware of the centres confidentiality policy and procedures.
* Any information relating to children after they have left the setting will be retained for a reasonable period of time.
* Information about children will be shared with parent/carers but only about their child at the EYC.

IMPLEMENTAION

All information held is accurate and processed fairly and lawfully in accordance with the General Data Protection Regulation 2018 (GDPR). Underpinning these procedures is the recognition that the safety and wellbeing of children, families and staff is of paramount importance. The procedures followed at Alloway Early Years Centre reflect South Ayrshire Council’s Data Protection Code of Practice (November 2016).

* It is the responsibility of the Head Teacher and Depute Head Teacher to inform all parents/carers that personal files are kept and these files are strictly confidential.
* Personal information will only be used for the purpose to which it was obtained.
* Parents may request access to their child’s file at any point, although information from a third party must not be shared. The Management Team are responsible for removing third party information.
* Staff will not disclose confidential information to other support services until consent from the Head Teacher or Depute Head Teacher is given.
* Staff, with consent from the Head Teacher/Depute Head and parent, may disclose information for reports and discussions with support agencies.
* It is the responsibility of the staff to communicate with the Head Teacher or Depute Head if a request has been made for personal information.
* It is the responsibility of staff to allow parents access to reports before they are passed to a third party.
* Staff will ensure that personal information is accurate and up to date.
* The Depute Head and Senior EYP must ensure that confidential files for the children are placed in a secure store. These files must be disposed of securely at the time they are no longer necessary to keep.
* All staff records are held securely in the clerical office.
* No staff personal details are shared with parents.
* Staff are not permitted to countersign client passport forms or become Social Media contacts.
* It is the responsibility of the Senior EYP to ensure that students are made aware of the Confidentiality Procedures of the Centre prior to spending times in the playroom.
* Information from third parties must not be shared with students as this is strictly confidential.
* No personal information about children and families to be taken home by staff members. If essential, information must be stored on an encrypted USB memory stick and only an encrypted laptop can be used.

**Exemptions to the above procedures exist and are clearly set out in the Code of Conduct.**

This would take account of the acknowledgement that abuse does occur in our society and staff are responsible for ensuring the safety and wellbeing of children and report any suspicions of abuse to the relevant authority, in accordance with the South Ayrshire Council Guidelines. In such instances, information will be stored in a separate, secure file.

Updated Sept 25 – L. Miller