

CONFIDENTIALITY POLICY

At KLT's it is our intention to respect the privacy of the children, parents, carers, wider families, visitors, students, and all staff members. All their personal information, records, details and communications will be kept as confidential as possible.

On some occasions it may be necessary to share and discuss some confidential information with other people within the setting and/or outside agencies; whereby consent will be sought from a child's parents/carers.

We aim to ensure that parents and carers as well as staff can share information with us in the confidence that it will only be shared to enhance the welfare of the children.

Upon the premises there are several records containing personal details and information, these include: accident and medication records, personal detail forms, registration forms, health care plans, planning and observations, routine information, additional needs and SEND paperwork etc. These records are stored in secure and appropriate places within the setting; some of which are in the office in the filing cabinets, some in the children's personal folders within the rooms and others within specified folders within the classrooms e.g., accident and medication forms. Records are kept secure by staff members in suitably safe places.

Parents may request access to all written information about their child; they do not have access to information about any other child.

Staff members will only discuss personal information with other staff members on a need-to-know basis; they are all informed of the importance of confidentiality, appropriate information sharing and whistle blowing during their induction.

Personal details relating to special dietary requirements, allergies, and health as well as collection arrangements and passwords are shared with all staff.

It may be necessary for KLT's to share information regarding a child or their family without formal consent from a child's parent/carer; this would arise in the case of concerns around significant harm or abuse towards a child within our care. This would be kept confidential within the setting between staff and shared on a need-to-know basis.

If we have concerns about a child in need, normal practice would be to approach the parents/carers; however, if we felt that this approach may place a child in further danger the need to seek advice and support without their consent may be needed; please see our safeguarding policy for more information around this.

Forms relating to incidents, accidents at home and safeguarding concerns within the incident book and children's individual files will be kept within the office in a locked filing cabinet or on Ovivio which is staff password protected.

All staff information e.g. personal details, wage information, appraisals, disciplinary information, medical notes etc will be kept in their own individual folders within the office.

Devised January 2024

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