

Melbourn Playgroup and Out of School Club Policies

2. Confidentiality and Information Sharing

Confidentiality

- We always regard the information parents share with us to be confidential unless otherwise stated by parents.
- We inform parents when we need to record confidential information beyond the general personal information we keep when necessary. They sign to acknowledge this in the registration forms.
- We share information with other professionals where it is in the best interests of children and parents.
- We keep all records securely but make children's records available to parents.
- We will make duplicate copies of information for parents who prefer this.

Information Sharing

- We always aim to be open and honest, explaining to families how, when and why information will be shared about them and with whom. We seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.
- We share information where appropriate, with consent. We respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, we know when it is reasonable to override their wish.
- Photographs will only be taken of children during normal activities. Cameras will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed. Only members of Melbourn Playgroup staff who have an Enhanced DBS check are permitted to take photographs within the setting. Parents on rota duty/settling their children in, volunteers and other visitors are not permitted to take photographs during sessions. However, at public events (eg. Christmas and Easter concerts, Sports Day) parents/carers, family members and press photographers may take photographs of the public activity. If parents/carers do not

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wish their child to be included in such photographs, it is their responsibility to inform the Pre-school leader of this.

- Photographs may be printed and included in a child's Learning Journey folder, or on Tapestry online learning journal or displayed within the setting. Parents/carers may view their child's Learning Journey folder or Tapestry at any time. Photographs will normally be stored on the setting's computers but, as it is not always possible for staff to print photographs during sessions, photographs may sometimes be stored on the home computer of the setting leader. Photographs stored on home computers will be in a password-protected user account, and can be inspected at any time, without notice, by the Chairperson of the Committee, with another witness if desired. Photographs stored on home computers will be deleted after a reasonable retention time.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy was reviewed and adopted at a meeting of

Held on

Date to be reviewed

Signed on behalf of the management committee

Melbourn Playgroup and Out of School Club CIO Management Committee

19/09/18

2019-20 cycle

Names of signatories

Role of signatory (e.g. chair/owner)

Lisa Bamber & Janet Cottenden

Co-Chairs