



Confidentiality Policy Bluebell Cottage School

Statement of Intent

Bluebell Cottage School respects the privacy of children, parents and staff, while ensuring we provide high quality education, care and play opportunities in our setting.

Aim

We aim to ensure that all parents can share information in the confidence that it will only be used to enhance the welfare of their children.

We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. Our only justification to interfere with this 'right' is where we believe that a child may be at risk of significant harm, to prevent a crime or disorder.

We meet the rights of the Data Protection Act 2018 with regard to GDPR and the information kept about their families and staff, including how it is collected, stored and used.

We have regard to the Common Duty Law of Confidentiality and only share information with other professionals or agencies on a 'benefit to know basis' with consent from parents, or within their consent in specified circumstances relating to safeguarding children.

Personal Records:

- Registration and admission forms
- Medical Forms
- Medical Reports
- School Reports
- Signed consents
- Correspondence concerning the child or family
- Parent meeting notes
- Parent meeting reports or minutes concerning the child for external agencies
- An on-going record of relevant contact with parents
- Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters, incident and accident logs; care plans; behaviour plans and any other relevant information.
- SEND – observations, Concern form, reports, assessments, EHCA and EHCP



These confidential records are stored securely in filing cabinets in the school offices and are locked when not in use.

Parents can have access to the files and records of their own children but not access to information about any other child.

Our staff understand the need for confidentiality in early years educations and will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the Teacher's role.

Information Sharing concerning Child Protection Issues

There are times when we are required to share information about a child or their family. These are when there are:

- **Concerns that a child is or may be suffering from abuse including but not restricted to neglect, physical, emotional or sexual abuse.**

Working Together to Safeguard Children 2018 states that "Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively:

- all practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data.'
- where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk."

We explain to families about our duty to share information for the above reasons. Where we have concerns, we would normally try to gain consent from families to share these in writing or over the phone.



We do not seek consent from parents to share information where we believe that a child may be endangered by seeking to gain consent, for example where we believe a parent may cover up any form of abuse.

Where evidence to support our concerns is not clear, we may seek advice from the Children's Services or LADO.

We only share relevant information that is accurate, factual, non-judgemental and up to date.

Information Sharing Concerning a Child's Development

Bluebell Cottage School is committed to the development of the children attending the Bluebell Cottage School. We follow the Early Years Foundation Stage Statutory Framework (EYFS) and we emphasise on providing high quality education and care through partnership and collaboration with parents/carers. We will be observing the development of the children during their time at Bluebell Cottage School. With the permission of the parents/guardian we will share our observations with other services that may be involved in the care of your children, such as schools and external support agencies, unless it is in the child's best interest and welfare to speak confidentially.

Bluebell Cottage School is also committed to working with children where SEND becomes apparent. To achieve this, Bluebell Cottage School, with parental permission, will gather and share information between services, such as schools, local inclusion teams, Health Care professionals and other external agencies. This information will be used to provide consistency of care and other support suited to the child's needs.

Other records

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

When students undertaking recognised qualifications, training or placements are observing within the setting, they are informed of our confidentiality policy and required to respect it.



Access to personal records

- Parents may request to see the child's personal file. Requests by a parent or person with parental responsibility must be made in writing/via email to the Registrar, Bluebell Cottage School Principal or Directors.
- Bluebell Cottage School aims to provide access to requested records in line with GDPR.
- A photocopy of the complete file is taken as a record.
- Legal advice may be sought before sharing a file, especially where the parents have possible grounds for litigation against Bluebell Cottage School or another (third party) agency.
- Parents may have access to a child's Learning Journey, tracker and observations at any time.

All the undertakings above are subject to the paramount commitment of Bluebell Cottage School which is to the welfare, safety and well-being of the children.