

EYFS Confidentiality Policy



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Begin Here, Go Anywhere’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

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Rationale and Introduction

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

Legislation relating to Confidentiality:

1991 – United Nations Conventions on the Rights of the Child

1998 – Human Rights Act

1999 – Protection of Children Act

2000 – Freedom of Information Act

Aims

We aim to ensure that all parents and carers can share their 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 interfering 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 requirements of the General Data Protection Regulations (GDPR May 2018) with regard to the information we gather from or about families, how we gather it, store it and use it.

We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'need to know' basis, with consent from parents, or without their consent in specified circumstances to do with safeguarding children.

Practice

We keep two types of records on children attending our setting:

1. Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement (including photos).
- Children's work books are usually kept in the classrooms and can be accessed, and contributed to, by staff, the child and the child's parents.
- A record of a child's learning through an Online Learning Journey (Tapestry). It can be accessed, and contributed to, by staff, the child and the child's parents and/or family members that parents have given their written consent to access.

- Parents have free access to developmental records for their child and will be able to input into these documents.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns. These confidential records are stored electronically in a confidential space with restricted access on the computer or in the Nursery office, kept secure by the Head of EYFS.
- Parents may request access to all written information about their child (except where data protection laws stipulate it is against the best interests of the child to do so).
- Parents do not have access to information about any other child.
- Staff will only discuss personal information given by parents with other members of staff, on a need to know basis. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Personal details relating to diet, medical history or allergies are shared by the College Medical Department with all staff.
- Any administration of medicine, first aid or personal hygiene is recorded electronically on Medical Tracker.
- Authorisation forms outline child collection arrangements.

Information Sharing

There are times when we are required to share information about a child or their family without first obtaining parental permission. This decision to share information without consent would be recorded in the child's file and the reason clearly stated. This would be when there are concerns a child is, or at risk of, suffering significant harm or there are concerns about 'serious harm to adults' (such as domestic violence or other matters affecting the welfare of parents).

Where we may have concerns about a child in need, we would normally gain consent from families to share information. This does not have to be in writing, but we would record in the child's file that we have gained verbal consent as a result of discussing a concern that we need to refer.

Where evidence to support our concerns is not clear we may seek advice from Children's Services. We would only share relevant information that is accurate, factual, non-judgemental and up to date.

In discussions with parents/carers staff will not discuss children other than the children of those parents/carers. (Please see separate Ratcliffe College Safeguarding and Child Protection Policy)

Access to personal records

Parents have a right to request access to pupil files. Where reference is made to other children these papers may be withheld. In general, file notes should be written with the knowledge that they may be viewed by parents. Accuracy is vital.

General Data Protection Regulations (GDPR May 2018)

Ratcliffe College is the Data Controller for the purposes of GDPR. Information is collected from parents about their children and information may be received from them about their previous early years setting. We hold this personal data and use it to: support the child's learning & development, monitor and report on the child's progress, provide appropriate pastoral care and evaluate our own provision. Information we collect includes both contact details and EYFS assessment records, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

Links to other policies

EYFS Data Protection Policy

Confidentiality Policy

Data Protection Policy

Safeguarding and Child Protection Policy

Privacy Policy

Storage, Handling, Use, Retention of Information Policy

Review

This policy is reviewed annually by the Head of EYFS and the Director of Finance and Operations.