



Victoria College Day Care
Confidentiality Policy
– referencing Standard 1, 9 and 15

June 2023

Policy Date – 09/06/23
Agreed by Governors – 16/06/2023
Review Date – January 2024
Drafted by – E Wilson

Updated June 2023

1. Rationale:

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a confidential environment. The purpose of this policy and accompanying procedures is to establish a clear framework for managing confidentiality within the Day Care Setting. This policy applies to all teachers, leaders and assistants employed by Victoria College Day Care.

2. Aims and Objectives:

1. To ensure that all paperwork and records with children's details within the Day Care are managed confidentially.
2. To inform staff and parents of the policy and procedures for managing confidentiality in the Day Care setting.

3. Procedures:

Victoria College Day Care endeavours to provide a safe and well supervised environment for every child. Confidentiality will be respected in the following ways:

1. Pupil information is safely stored in a locked cupboard within the setting's office (Standard 15). Parents/carers will only have ready access to the files and records of their own children, in accordance with the Data Protection Act.
2. Staff will not discuss individual children, other than for the purpose of curriculum planning or group management with anyone other than the parents/carers of that child and the Day Care Manager.
3. Children have a right to privacy and respect. Confidentiality will be adhered to when discussing the potential additional needs of pupils with outreach providers or educational psychologists (Standard 9).
4. Information given by parents/carers to the Day Care Manager or any member of staff will be treated in compliance with this policy. The Day Care Manager should be made aware of all important information regarding the Day Care pupils to ensure that they can be protected properly.
5. Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the setting except with the Day Care Manager or in their absence, the Deputy Manager.
6. Students, whether observing or on placement in the Day Care, should be advised of our confidentiality policy and should comply.
7. There may be occasions when information will be shared with external agencies who work in partnership with the setting (eg Social Services or the Early Years Team) in the interests of the child. This will always

be done in a way which protects the confidentiality of the information and will be recorded and stored in compliance with this policy.

8. As part of effective induction to school, relevant pupil information documents and transition reports will be shared on a confidential basis with specific relevant feeder schools to allow effective transition.
9. The safety and well-being of the child will always be of paramount importance and confidentiality will be managed in the context of the Victoria College Day Care Safeguarding and Child Protection procedures (Standard 1).

4. Review and Evaluation:

The policy will be reviewed every 6 months by the Day Care manager and at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.