Oughtrington Pre-School, Oughtrington Community Centre,Oughtrington Crescent, Lymm, Cheshire, WA13 9JD (Telephone 07808 111 278/ 757155 )

Registered Charity Number 1038655

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***'Supporting Children to Flourish, Respecting and Nurturing their Individuality and Developing Strengths in Preparations for their Unique Learning Journey.'***

# Confidentiality Policy

At Oughtrington Pre-School we place the highest importance on confidentiality. Families place their trust in us to care for their children and to respect their personal information. This policy explains how we maintain confidentiality and handle information about children, families, staff, students and volunteers in a way that is respectful, lawful and consistent with our values. We aim to create a safe environment where children and families feel confident that their information will be protected and used appropriately.

General Principles

• Information shared with the pre-school will be treated with respect and kept confidential.• Records will be stored securely and only accessed by those who need to know.• Information will not be shared with third parties without consent, unless required by law or safeguarding concerns.• All staff, students and volunteers are required to respect confidentiality at all times.

Confidentiality in Practice

Confidentiality is part of our everyday work. Examples include:• Conversations with parents about their child’s development.• Personal information shared on registration and consent forms.• Learning journals, Tapestry records, observations and assessments.• Medical information, dietary requirements and SEND support.• Records of accidents, incidents and safeguarding concerns.Staff are reminded that information gained at work must not be discussed outside of the setting or used inappropriately.

Record Keeping and Access to Records

All records are stored securely in line with the Data Protection Act 2018 and UK GDPR. Paper records are kept in locked cabinets, and electronic records are password protected. Only authorised staff have access.Parents and carers have the right to access records about their child. Requests must be made in writing to the Supervisor. Where records include information about third parties, these will be redacted before release. Copies will be provided within one month of the request, in line with data protection legislation.

Students and Volunteers

Students and volunteers are given clear guidance on confidentiality as part of their induction. They are not permitted to share information about children or families outside of the setting. Breaches of confidentiality may result in their placement being terminated.

Sharing Information

Information is only shared with consent, unless we are required by law to do so. This may include sharing with Warrington Borough Council (e.g. funding and attendance returns via the Capita system), health professionals, or the Warrington Safeguarding Partnership where safeguarding concerns arise. We will always aim to involve parents in decisions about information sharing, unless doing so places a child at risk.

Safeguarding

The safety of children is our priority. If staff believe a child may be at risk of harm, confidentiality will not be maintained. Information will be shared with the Designated Safeguarding Lead (DSL) and, if appropriate, with the Warrington Safeguarding Partnership, Children’s Social Care or the police. This duty to protect children overrides confidentiality.

Breaches of Confidentiality

Breaches of confidentiality by staff, students or volunteers will be treated seriously and may result in disciplinary action. Breaches involving safeguarding or data protection law will be reported to the appropriate authority, including the Information Commissioner’s Office (ICO) if required.

Legal Framework

This policy is underpinned by the following legislation and guidance:• Data Protection Act 2018• UK General Data Protection Regulation (UK GDPR)• Children Act 1989 and 2004• Childcare Act 2006• Working Together to Safeguard Children 2023• Statutory Framework for the Early Years Foundation Stage (EYFS) 2025• Human Rights Act 1998• Freedom of Information Act 2000

Review Statement

This Confidentiality Policy and Practice was updated in September 2025 and will be reviewed annually, or sooner if required by changes in legislation or local authority guidance.