

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding Children



### 10.9 Confidentiality - Volunteers and students

#### EYFS key themes and commitments

| A Unique Child   | Positive Relationships                               | Enabling Environments | Learning and Development |
|------------------|--|-----------------------|--------------------------|
| 1.3 Keeping safe | 2.1 Respecting each other<br>2.2 Parents as partners | 3.4 The wider context |                          |

#### Policy statement

*‘Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.’*

*Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*

#### Confidentiality procedures

- We always check whether parents regard the information they share with us to be confidential or not.
- Some parents may share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has ‘confided’ in.
- We keep all records securely (see our Children's Records Policy).
- No volunteers/work experience students should disclose any details of children, children’s parents, or staff outside of the setting.
- Nothing that the volunteer/student overhears or sees during their time at the Pre-School should be disclosed outside of the setting.

#### Legal framework

- Data Protection Act (1998)
- Human Rights Act (1998)