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Canterbury Nursery School
and Centre for Children and Families

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Executive Head Teacher: Duncan Jacques
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Guidelines for Confidentiality and the Sharing of information

Statutory or Non Statutory	Statutory
Frequency of Review	Every Three Years
Last Review	July 2018
Next Review	July 2021
Website	

Guidelines for Confidentiality and the Sharing of Information

‘Safeguarding and promoting the welfare of a child or young person must be the first consideration in all decision making about information sharing’

Bradford Children and Young People’s Strategic Partnership; Information Sharing Protocol for Children and Young People

General principles:

- Information belongs to the person or organisation entrusting it to a member of the Centre staff team. The information received cannot be used for any purpose other than that for which it was given, unless permission has been obtained from the giver. The only exception to this is in circumstances where not to do so would place a child at risk of significant harm.
- Staff, Children and their parents/carers should have the opportunity to gain access to information held about them, in accordance with **GDPR**, and to correct any factual errors.

Working practices:

- Working in an open and honest way is a key principle governing our work with families and each other. The Centre’s Confidentiality policy will be discussed with new staff as part of their induction process. When contact is first made with families, the Centre’s policy on confidentiality will be discussed with them and their permission sought to share information within the Centre.
- Personal information about families should be shared in a sensitive manner and on a ‘need to know basis’. After having made the initial contact with the family staff will consider who else within the Centre needs to know the information that has been shared. In any sharing of information there should be a clear distinction made between fact and opinion. Members of the senior management team will be responsible for deciding with whom and when information is shared.
- It is normal practice to obtain the consent of parents/carers before sharing information about them with another agency. The only exception to this is where a child would be placed at risk if that information is not passed on. In such cases, the reasons for not seeking permission should be discussed with a Manager and be recorded on the family file.
- Where it is necessary to share information without consent, it is important that the information is only shared with those who need to know and is limited to such information that is essential to fulfil the purpose of the disclosure i.e. to protect a child from harm.
- Staff should not engage in casual or social discussions about families. Information about families should only be discussed privately with the appropriate staff.
- Staff should not discuss concerns about another member of staff unless to seek advice or support. Staff should have regard for the Centre’s complaints procedure in this regard.
- Family files containing confidential information will be stored in locked filing cabinets.
- Staff have the right to confidentiality. Personal details such as telephone numbers and home addresses must not be given to service users.
- Employees’ personal details should not be given to another employee unless this has been discussed and agreed previously.
- **An annual letter/ consent form will be sent out to all staff giving details of the information held by the Centre and asking them to advise of any changes.**

- An annual letter/ **consent form** will be sent out to all families giving details of the information held by the Centre and asking them to advise of any changes.
- Any written information which contains personal details about families or staff should be shredded when no longer required. This should include rough notes which contain identifiable information, such as telephone numbers.
- Care should be taken when passing on confidential information electronically by e-mail or Fax. In the case of Faxes, contact should be made with the recipient to ensure that they are aware that the information is being sent and can confirm when it has arrived. In the case of e-mails, a disclaimer should be added to the bottom of e-mails to the effect that the information contained in it is for the attention of the named recipient only and the sender should be notified if someone else has received it in error.
- The Centre may be required to supply information under the Freedom of Information Act. This information should not include details which would allow individuals to be identified.