



## 32. Confidentiality

**Applies to:** *All Staff*

### Keeping Records

The following records will be kept:

- A record and daily register of children, their arrival and departure times, reasons for absence. **Retained for at least 3 years after the child has left the group.**
- A record of the names, addresses, DBS checks, right to work in the UK of all employed staff. **Retained for 7 years following cessation of employment.**
- Records of the names, addresses, DBS checks and Ofsted checks of all committee members. **Retained for 7 years following cessation of standing.**
- Records of children's accidents and incidents. **Retained until child's 21st birthday plus 3 months.**
- Financial records, including petty cash books, inventory, time sheets, bank statements and audited accounts. **Retained for 7 years plus current year.**
- Invoices for equipment, resources. **Retained for 7 years plus current year.**
- Unsuccessful tenders. **Retained for 1 year.** Successful tenders. **Retained for 7 years plus current year after final account settled.**
- Other site documents e.g. diaries. **Retained for 1 year plus current year.**
- Records of complaints. Ofsted require them to be **retained for 3 years from the date on which the record was made.**
- Certificates of insurance. **Retained for 40 years.**

### Secure Storage and Disposal of Confidential Information

St John's Pre-School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the GDPR April 2016 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of personal information. St John's Pre-School is required to gather certain information as part of its registration and compliance to Ofsted. In addition to this we are required to gather certain information in order for children to obtain their entitled funding through Dorset Council. At all times St John's Pre-School will make clear what information is required, why it is required and how it will be used.

### Information relating to children and their families

- Registration documents, incident forms, completed contact sheets, professional reports including health reports, speech and language reports – will all be stored in individual drop down files in a lockable filing cabinet within the pre-school.
- Children's observations, records of progress, photos will be stored on the Pre-School tablets, at the end of their time at Pre-School their learning journeys will be downloaded as a PDF and sent to parents. Children will then be deleted

from the system.

- Registers, active rota's such as dietary requirements & key person groups, funding forms, incident forms, contact sheets and emergency contact lists, will be kept in the relevant file on the administration trolley or attached to the key person trolley when not in use. All information will be returned to the trolley at the end of the session and stored securely in a locked cupboard only accessed by pre-school staff with authority to do so. Files on the administration trolley are only accessed by staff with a right of access to them.

### **Information relating to staff**

- Information about staff, job title, qualifications will be presented clearly on the main notice board at the entrance to pre-school. Information required by Ofsted for compliance will be kept in the staff folder on the administration trolley.
- All other staff records such as recruitment documents, induction checklists, supervision notes, appraisals etc. will be stored securely in the pre-school locked filing cabinet located in the church office.

### **Information relating to committee members**

- A record of committee members, checks carried out, their roles within committee and contact details are kept in the Committee file located on the administration trolley in pre-school.

### **Electronically held information**

- Minutes of committee meetings, templates forms, accounts, finances, are kept in a secure dropbox account only accessed by Pre-School Treasurer, Nominated Person, Chairperson and Manager of Pre-School.
- Day to day forms, current register, emergency list, dietary requirements list etc. is stored on the pre-school's main laptop with a back-up stored on an encrypted USB.
- When children leave the pre-school day to day records will be updated to reflect this.
- Photos of all individual children who have left the pre-school are deleted at the end of each academic year.

### **Disposal of records**

- Hard copies or documents containing personal information such as names, dates of birth – will be destroyed using a cross headed shredder
- Electronically held information – will be deleted from the system and the deleted bin emptied.

### ***United Nations Convention on the Rights of the Child***

*Article 16 – Children have the right to privacy*

### GDPR - Privacy Notice

St John's Pre-School is required to collect and hold some personal information on children and their families to enable safe operation and full compliance of our registration to Ofsted.

This privacy notice gives details on what personal information we collect, why we collect it, when and how we share it with third-parties such as Dorset Council. The notice also explains your rights to the personal information that we collect and hold.

#### **On what basis do we collect and use information?**

The personal information of children and their families is collected and used for the following reasons:

- To keep children safe
- To document, assess and support children's learning and development
- To provide tailored pastoral support to children and their families as required or requested
- To assess the quality of our service
- To meet the statutory duties placed upon us, in particular by Ofsted & Dorset Council

#### **Which information is collected?**

The pre-school collects and controls the following information:

- Personal information (such as name, date of birth, emergency contact details, address, medical information)
- Characteristics (such as ethnicity, languages spoken, nationality, religion)
- Attendance information
- Safeguarding information (such as minutes of meetings from external agencies)
- Assessment information (using 'All About Me')
- Medical information
- Information relating to SEND
- Photographs

We collect this personal information directly from children and their families. We may also receive information regarding them from other professionals involved with children. This will only take place with the full knowledge of parents/carers.

#### **On what basis is the collection and use of this information lawful?**

Where consent is not required:

Personal information: Article 6 of GDPR

- Processing is necessary for compliance with our legal obligations
- Processing is necessary to protect the vital interests of you or someone else

Sensitive personal information: Article 9 of GDPR

- Processing is necessary for reasons of substantial public interest
- Processing is necessary to protect the vital interests of you or someone else and you are not capable of providing consent

Where consent is required:

Personal information: Article 6 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose

Sensitive personal information: Article 9 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose, and the law does not stop us from accepting that consent

### **Who do we share pupil information with?**

We do not share information about our pupils and their families with anyone without seeking specific consent, unless the law and our policies allow us to do so.

GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between educational settings, children's social care and other local agencies is essential for safeguarding and ensuring children get the support they need. Information can be shared without consent if to gain consent would place a child at risk.