



Bright Sparks Childcare

Confidentiality Policy

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Policy Statement:

At Bright Sparks Childcare, we are committed to maintaining the confidentiality of all personal information relating to children, families, and staff. We recognize the importance of building trust and ensuring that sensitive information is handled appropriately and in compliance with legal requirements.

Legal Framework:

This policy is guided by the following legislation and statutory guidance:

- Children Act 1989 & 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Early Years Foundation Stage (EYFS) Statutory Framework 2024 (effective from 1st September 2024)

Scope:

This policy applies to all staff, students, volunteers, parents/carers, and visitors to Bright Sparks Childcare.

Principles:

- All personal information will be collected, stored, and processed in accordance with data protection legislation.
- Information will be shared on a need-to-know basis and only with appropriate individuals or agencies.
- Consent will be obtained before sharing information, except where safeguarding concerns override the need for consent.
- Staff will receive training on confidentiality and data protection as part of their induction and ongoing professional development.

Procedures:

1. Collection and Storage of Information:

- Personal information about children and families will be collected through registration forms, observations, and assessments.
- All records will be stored securely, either in locked cabinets or password-protected digital systems.

2. Access to Information:

- Access to personal information is restricted to authorized personnel who require it to perform their duties.
- Parents/carers have the right to access their child's records upon request.

3. Sharing of Information:

- Information will be shared with external agencies (e.g., health visitors, social services) only with parental consent or when legally required.
- In cases where a child's safety is at risk, information may be shared without consent in accordance with safeguarding procedures.

4. Staff Responsibilities:

- Staff must not discuss personal information about children or families outside of the setting.
- Any breaches of confidentiality will be taken seriously and may result in disciplinary action.

5. Data Retention and Disposal:

- Personal data will be retained for the duration specified in our Data Retention Policy.
- Records will be disposed of securely when no longer required.

6. Parental Consent:

- Written consent will be obtained for the use of photographs, observations, and sharing of information with external agencies.

Review of Policy:

This policy will be reviewed annually or in response to changes in legislation or guidance to ensure it remains effective and up to date.

Signed: Mandy Coath June 2025

Review Date: June 2026