



Standard Operating Procedure

DCS, MOD Schools, Early Years Settings

Standard Operating Procedure (SOP): Confidentiality

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Review annually or if any changes are made to support practice.

1. Purpose

To ensure all personal information remains confidential and information shared is on a need to know basis only for staff, families and visitors. All information held on individuals and families is stored in a secure environment and access to authorised personnel only. The safety, wellbeing and protection of all our Early Years children is paramount.

2. Purpose

- All information to be stored securely in locked filing cabinet drawers or on the online software.
- Access to personal information limited to those that require access to allow the delivery of high-quality childcare.
- Sensitive information will be used for the purpose of the delivery of childcare only.
- Children personal files should be archived and stored using the guidance on record management 7.1.2 directive.
- Staff personal files should be kept and stored with Civ HR for UKD's and UKN's. UKBC is stored with Defence Business Services.

3. Responsible Persons

Manager has overall responsibility for personal information. ALL staff have a shared responsibility to respect the privacy of children, families, visitors and colleagues.

4. Responsibilities

- Manager to ensure all staff have read, understood and signed the 'Confidentiality Statement' as part of the induction process.
- Staff to recognise how to deal with personal information in a professional and sensitive manner.

5. When confidentiality should be broken and procedures for doing this:



- See the safeguarding policy- if you feel a child/adult is at risk of harm then confidentiality can be broken- follow the safeguarding Policy/directive.
- Where this does not apply- speak to the Early Years Manager and/or Deputy Early Years Manager.