



Confidentiality Policy

Policy Statement

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the 1998 Data Protection Act and the Human Rights Act 1998.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Methods

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, samples of their work, assessment records and Foundation Stage Curriculum levels achieved.
- They are usually kept in the pre-school and can be accessed, and contributed to, by staff, the child and the child's parents.

Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, and ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Access to personal records

Parents may request access to any records held on their child and family following the procedure below.

Any request to see the child's personal file by a parent or person with parental responsibility must be made verbally or in writing to the Pre-school Manager. This request will be granted at a suitable time to both parties.

All records can be made available but please refer to our child protection policy and complaints procedure.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the Provider.....

Name of signatory.....

Role of signatory.....