

Confidentiality Policy

Statement of intent

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.

Methods

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

1. Developmental records
 - These include observations of children in the setting, samples of their work, and summary developmental reports (from progress meetings).
 - They are kept in a lockable cupboard within the primary room and can be accessed, and contributed to, by staff, the child and the child's parents, with prior consent.
 - Files can be taken home overnight by a key person, only with prior permission from the Pre-school leader, if it is necessary to do so. Key persons must ensure confidentiality is maintained at all times.
2. 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, an on-going record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
 - These confidential records are stored in a lockable cupboard and are kept secure by the Administrator.
 - 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 person.
 - Ofsted inspectors are entitled to look at the progress records in accordance with the statutory safeguarding and welfare requirements (EYFS 2012)..

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 Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it. Any member of staff attending courses that incorporate observations within the setting will respect the confidentiality policy, i.e. not naming or photographing faces of children within the group

Any anxieties or evidence relating to a child’s personal safety will be kept in a file and will not be shared within the group. Only the staff member/ manager and the group’s designated safeguarding lead will be aware of this. Please also refer to the separate Safeguarding Policy.

If a parent or carer wishes to speak to any member of staff, they may use the small anteroom for privacy.

This policy should be read in conjunction with:

- Information sharing policy
- Documentation and information policy
- Data protection policy
- Safeguarding policy

This policy was reviewed at a meeting of the pre-school held on

Signed on behalf of the pre-school

Position.....

Next review date.....