



## **6. Confidentiality and Record Keeping Policy**

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.

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.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child or selected professionals involved with the family.
- With the exception of information required by OFSTED/LEA, information given by parents/carers to the pre-school Supervisor or key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person, the pre-school Supervisor and the Chairperson.
- Students, when they are observing in the pre-school, will be advised of our confidentiality policy and required to respect it.
- Staff induction includes an awareness of the importance of confidentiality.

### ***Record Keeping***

Two types of records of children attending our setting are kept.

#### **1. Child's Profile**

These are developmental records and records of achievement. These are usually kept in a locked filing cabinet or cupboard, but can be accessed, and contributed to, by staff, the child and the child's parents at any time. On occasion staff may take these records home to work on their completion. During induction, each member of staff signs a confidentiality declaration and is briefed on how to transport and store files securely offsite. An annual declaration is signed by each staff member as to their suitability to work with children and whether a person living with them is subject to a disqualifying order.

#### **2. Personal Records**

These include registration and admission forms, signed consents, correspondence, reports from meetings concerning the child, parent contact details, and observations by staff on confidential



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matters, such as developmental concerns and child protection matters. These records are stored either in a locked file cabinet or cupboard. Parents can have access to their child's file by prior arrangement with the Supervisor, so that she can explain it.

(If a third party has refused consent to disclose in any matter, those documents would be removed or defaced.)

This policy was adopted at the meeting of the Pre-school held on ..... (Date)

Signed on behalf of the Pre-school..... (Chairperson)