

CONFIDENTIALITY POLICY

A 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 Preschool.

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, summary developmental reports and records of achievement.

They are usually kept in the Preschool room and can be accessed, and contributed to, by staff, the child and the child's parents.

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 ongoing 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 or cabinet and are kept secure in an office or other suitably safe place.

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.

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.