



## Confidentiality Policy

### **Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, whilst 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. All employees sign a confidently statement when they have their induction which states that they do not discuss any personal information about the setting, the children who attend or their families. All staff are explained to the importance of confidentially and explained the consequences of any breech of confidently.

### **Methods**

Practitioner's responsibility is to ensure that all children in their care have personal records. We keep two kinds of records on children attending our setting:

#### **Developmental records**

- These include samples of their work, summary developmental reports, health plans and paperwork if they are on the SEND register.
- Tapestry stores all photos and observations on children, this is accessed through ipads in the room which all have passwords and cannot be assessed by anyone with out the password.

#### **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 mater involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge 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.

#### **Access to personal records of children**

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 in writing to the setting Manager.
- The setting Manager /Deputy sends a written acknowledgement.
- The setting commits to providing access within 14 days - although this may be extended.

- The setting's Manager / Deputy prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters is retained on the file.
- 'Third parties' include all family members who may be referred to in the records.
- It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The setting Manager / Deputy go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the setting leader, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.

### **Disposal of personal information**

After a child has left the setting any information held about the child and their family will be given back to the child and their family, i.e., personal record, photographs etc.

- Tapestry information can be transferred on to a memory stick which will be provided by the parent/carer, only the child's progress record will be transferred, Tapestry will then be deleted.
- Any information other than accident forms, any information regarding the safeguarding producers of a child will be shredded by an outside company which will provide a certificate of proof that the paperwork shredded was done confidential.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and wellbeing of the child. Please see also our policy on child protection.

### **History log:**

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.
6	01/08/2021	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	6	01/08/2021

This document has been electronically approved; hence it contains no signature(s).