

St Oswald's Pre-school Confidentiality Policy

Policy Review

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **27th March 2018**

It is due for review on **27th March 2019** (up to 12 months from the above date).

Signature Date
Owner/Manager

Signature Date
Deputy Manager

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:

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 room and are kept secure by the person in charge in a 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.

Development Records

These include observations of children in the setting, samples of their work, summary development reports and records of achievement.

They are usually kept securely at pre-school and can be accessed and contributed to by staff, the child and the child's parents.

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 or volunteers are advised of our confidentiality policy and are 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, in accordance with the Data Protection Act (1998) and Freedom of Information Act (2000).

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 leader/manager.

The setting commits to providing access within 14 days-although this may be extended.

All relevant third parties are written to, stating that a request for disclosure has been received and asking for permission to disclose to the person requesting it. A copy of these letters is retained in the file. Third parties include all family members who may be referred to in the records.

Third parties also include workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring to go directly to the parents/carers.

When all 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 leader will go through the file and remove any information which a third party has refused 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 then copied 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 a (third party) agency.