 **Confidentiality Policy**

**Rationale**

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.

**Aims**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to safeguard the welfare of their children.

**Objective**

To respect the privacy of parents/carers, who share information.

To be transparent in the way information we store is being used.

**Guidelines**

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

**1. Learning Journals on Seesaw**

These include observations of children in the setting, pictures of the children and their peers if we have permission, evaluations of learning, children’s own art work and progress.

**2. Personal records in Care and Learning Plans**

* These include registration and admission forms, signed consents, allergy information, data checks, no longer required administration of medicine forms and signed accident/incident slips.
* 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.
* Records and data are reviewed and updated yearly.

**3. Safe guarding/ children who require additional support**

* These files are stored in a locked cupboard, and access is limited to the Senior Management Team.
* Pastoral Notes are on Seemis, where chronology of events are recorded by the Team Leader Ms Burns.

**Other records**

* Issues to do with the employment of staff, remain confidential to the people directly involved with making personnel decisions.
* Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy during induction 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.

* Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Manager.
* 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 Manager will 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 Manager, 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.

**Success Criteria**

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

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| Policy Updated: | February 2021 |
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