

**Confidentiality Policy**

**Statement of Intent**

It is our intention to respect the privacy of children, 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**

The records we keep on children attending our setting include:

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

Personal records: These include parent agreement and declaration forms, signed consent forms, 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, 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 cabinet.

Parents have access, in accordance with the access to records procedure, to the file 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 keyperson.

Staff, Committee members and Volunteers will not discuss the children or anything of a confidential nature that happens within the setting on Social Networking sites. Staff will not disclose that they are employed by Lavington Pre-school on Social Networking sites.

**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 undergoing training or on work placement and volunteers are advised of our confidentiality policy and are required to respect it.
* All persons undertaking activities within the Pre-school ae required to adhere to the statement of confidentiality.

**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. The Manager informs the Chairperson of the management committee and sends a written acknowledgement.
* The setting commits to providing access within 14 days, although this may be extended.
* The Manager and Chairperson 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 are 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 and Chairperson 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.

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

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Confidentiality Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Confidentiality Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

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