

Confidentiality

Statement

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.

Method

We keep four kinds of records kept at our setting:

Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- They are kept in their named drawer in their Preschool diary. This record will be sent home termly for the child to share with the family. It should then be returned. The child, family and staff have access to this record at all times.

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 file or cabinet and are kept secure by the person in charge.
- 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.

DBS checks

- DBS information on staff and parents are kept in a folder in the lockable cupboard. Parents keep the original certificate and we keep the confirmation letter. All of the information is put on a spread sheet at the front of the file. This information is to be kept regularly updated.

Staff personnel files

- All staff have personnel files that are kept in the lockable cupboard. These should be kept on site. They are regularly updated when any new or changing information is issued.

In addition, **NO** information concerning a child should be sent over the internet to other members of staff. If staff need to share information about a child after preschool time then they do so over the phone, put it in writing or call a meeting. When talking on the phone at home the member of staff must make sure that the child or their family are not identifiable to anyone else.

Privacy Notice - Data Protection Act 1998

In accordance with the Data Protection Act 1998, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.