

South Darley Preschool

Confidentiality Policy

Aims

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they have access to high quality early years care and education in our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance their welfare of their children. We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private family life, home and correspondence. Our only justification for interfering with this right is where we believe that a child may be at risk of significant harm, to prevent a crime or as required under statute. We meet the requirements of the Data Protection Act 1998 with regard to the information we gather from or about families, how we gather it, store it and use it. We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'need to know' basis, with consent from parents, or without their consent in specified circumstances to do with safeguarding children.

Confidentiality Procedures

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

Development records

These include observations of children in the setting, samples of their work, summary development reports and records of achievements (including photos). These are kept in separate key person files and stored on the stage during sessions for access by staff and parents on request. When Preschool is closed the files are kept in the locked cupboard.

Parents have free access to development records for their child and are encouraged to have input into these documents. These records will go home at regular intervals to show their child's progress with family members.

Personal records

These include registration 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 safeguarding matters.

These confidential records are stored in the blue box and locked away in the cupboard when not in session, and with the child's developmental records also locked away in the cupboard when not in session.

Parents may request access to all written information about their child (except where data protection laws otherwise dictate).

Parents do not have access to information about any other child.

Staff will only discuss personal information given by parents with other members of staff, on a need to know basis. Staff induction includes an awareness of the importance of confidentiality in the role of key person.

Personal details relating to diet, allergies, and medication and child collection arrangements are shared with all staff.

Information sharing

There are times when we are required to share information about a child or their family without first obtaining parental permission. This decision to share information without consent would be recorded in the child's file and the reason clearly stated.

This would only be in the case of a safeguarding issue, if a child is at risk of significant harm.

Where we may have concerns about a child in need, we would usually gain consent from families to share information with other professionals. This does not have to be in writing.

Where evidence to support our concerns is not clear we may seek advice from starting point on 01629 533190.

We would only share relevant information that is accurate, factual and non-judgemental and up to date.

In discussion with parents/carers staff will not discuss children other than the children of those parents/carers.

Reviewed on 18/01/2016

Approved by _____ Manager

Approved by _____ Committee

Next review due January 2017

I have read and understand this policy

Print name _____ Signature _____ Date _____

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