



## **Confidentiality policy**

### **Statement of intent**

Nursery work with children and their families will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at this nursery. This information is used for registers, invoices and emergency contacts.

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:

#### 1. Tapestry records

- All children also have a Tapestry online account to view observations, ideas for home learning, daily diary for babies and you can communicate to Puss 'n' Boots Team.
- We ask that all parents or carers accessing these accounts remain respectful and only seek to read and look through their own child's record.
- Around 27 months, children will have a development check and it will form a part of the integrated review process which will be shared with the health care team. This check will be shared with parents first and then asked to be signed giving permission to send it to the health care team.
- During the child's transition to school a form will be completed about the child's development. This transition form will also be shared with parents first, signed and then sent to the school the child is attending.

#### 2. Personal records

- These include registration and admission forms, copies of Authorised ID cards, 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 kept secure by the person in charge in an office.

- 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.
- Ensure all staff, volunteers and students are aware that any information is confidential and only for use within the nursery
- Ensure staff, students and volunteers are aware of and follow our E - Safety policy in relation to confidentiality
- During settling in parents are given a starter pack. In this starter pack a permission to share information form is asked to be signed with some of the agencies that the child may come into contact with. We will always involve parents in the process of asking these agencies about their child unless it is due to safeguarding and the child is at risk from harm and then no permission will be sought.
- Personal records are kept for a reasonable amount of time after the child/parent has left the setting. Then they are destroyed. Apart from accident, accident on arrival, registers and incident forms which are to be kept/stored in the locked cupboard in the office. They will be kept for 21 years.

### **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 on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.
- When students are using observations within their work, they will seek prior permission and receive signed consent from manager and/or parent's depending on the content. No names will be used in any documentation for student's work.

### **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 to the manager/owner in writing.
- The setting will commit to providing access within 14 days – although this can be extended
- The setting manager/owner prepares 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 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.
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- Ensure any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

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 .