

Confidentiality policy

Statement of intent

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

Aim

We aim to ensure that all parents and carers 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. Developmental records

- These include observations of children in the setting, samples of their work, developmental summary reports and records of achievement.
- They are kept in the playgroup room in a locked filing cabinet and can access and contributed to by all staff working at the setting.

2. Personal records

- These include registration forms, signed consent forms 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 filing cabinet
- Parents have access to written records about their child but cannot see other children's records.
- All staff have induction training including the importance of confidentiality

Other Records

Issues to do with the employment of staff whether paid or unpaid, remain confidential to the people directly involved in making personnel decisions. Students on placement working towards a qualification at the setting are advised of our confidentiality Policy and required to respect it.

If any parents wish to see any information about their child, they should discuss this with the Playgroup Supervisor.

Sometimes there may be paperwork that a parent does not have the right to see. These are normally Child Protection records. Please refer to Child Protection Policy

April 2018

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