

Confidentiality Policy

Statement of Intent: 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: 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. Developmental Records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievements.
- They are kept in a locked cabinet in the pre-school office and can be accessed by parents through their child's key worker.

2. 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 or 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 the locked filing cabinet in the pre-school office.
- Parents can have access, in accordance with the access to records procedures, to the files and records of their own child but can not have access to information about any other child.

- Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction includes an awareness of the importance of confidentiality in the role of the key worker.

Other Records

- We will keep confidential issues to do with the employment of staff, whether paid or unpaid.
- Students on pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, will be advised of our confidentiality policy and require to respect it.

This policy was adopted at a meeting of Wilsden Pre-school held on.....

Signed on behalf of Wilsden Pre-school.....