

# St Marychurch Pre-school

## **Confidentiality Policy**

### Statement of intent

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**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

### **Procedure**

- Practitioners check with parents whether they regard the information they share with them to be regarded as confidential or not.
- Some parents sometimes share information about themselves with other parents as well as practitioners, the pre-school cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- It is usually understood that information shared between parents in a discussion or training group is to be kept confidential to the group and not discussed outside of it.
- Practitioners will inform parents when they need to record confidential information beyond the general personal information we keep, for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- Issues to do with the employment of practitioners, 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.
- All records are kept securely.
- This policy is also to be read in conjunction with the Record Keeping Policy.

## Parents/carers access to records

The procedure below is followed should parents request access to any confidential records held on their child and family:-

- Any request by a parent or a personal with parental responsibility to see a child's personal file must be made in writing to the manager.
- The manager informs the chairperson of the management committee and sends a written acknowledgement.
- The Pre-school agrees to provide access within 14 days, although this may be extended.
- A file is prepared for viewing by the manager and chairperson.
- 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 the information. Copies of these letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records.
- 'Third parties' also includes workers from any other agency, including social services, the health authority and so on. Although it is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- All the consents, or refusals to disclose received will be attached to the copy of the request letter.
- The complete file is photocopied.
- The manager and chairperson of the committee go through the file and remove any information with a thick black marker, which a third party has refused consent to disclose.
- The remaining information will contain the information recorded by the setting, giving details of the work initiated and followed by the practitioner in relation to the confidential matters. This information is photocopied for the parents who are then invited in to discuss the contents.
- 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.

## Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.