

SARRATT DUCKLINGS 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 pre-school.

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. Duty of care of the child may override the duty of confidentiality, and in such cases we will pass appropriate information to other organisations.

Policy Statement

- Confidentiality will be respected by all members of the nursery staff, students on placement, volunteers and Management Committee members in the nursery.
- No details regarding the children and their families should be discussed outside the nursery environment.
- Any information kept on a child, and which relates to a child's safety, will be kept in a confidential file that is secure and only shared with the nursery team.
- All information kept on children and their families, students, volunteers and staff will be kept in a secure environment and only available to relevant staff when necessary.
- Any student on placement or volunteers will be made aware of the confidentiality policy: they will not participate in team meetings or have access to confidential documents.
- Information shared by parents/carers will not be passed on without permission from the parent/carer.
- Written permission will be sought from the parents/carers to take photographs of their children for use in the nursery. For any photograph to be used by students or for use outside the nursery, extra verbal/written permission will be asked for.

With any concerns regarding suspected child abuse, our confidentiality policy will be extended to include relevant persons from appropriate agencies.

Methods

We keep two kinds of records on children attending our pre-school.

1. Developmental Records

- These include observations of children in the pre-school, samples of their work, summary developmental reports and records of achievement.
- They are kept in the playroom and can be accessed, and contributed to, by staff, the child and the child's parents.

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 of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters. We also keep photo record, which may be kept for up to three years as evidence for Ofsted.
- These confidential records are stored in a locked cupboard within the pre-school at night and weekends. Digital photographs are stored on a password protected computer and can only be accessed by staff.
- Parents have access, in accordance with the access to records procedure, to the files of their own child, unless the child is at risk, 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.

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 a Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect it.

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All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child. Please see also our policy on child protection.

All members of the staff and Management Committee agree to respect Sarratt Ducklings Pre-school's confidentiality policy and have signed a copy of this document to indicate their agreement.

This policy must be signed by each member of staff and then countersigned by a member of the Ducklings Management Committee at least every 12 months. A copy will be kept on file for reference.

Member of Staff/Management Committee Members*	On behalf of the Management Committee
<i>*(Delete as appropriate)</i>	
Name	Name
Signature	Signature
Date	Position
	Date

Policy adopted by Sarratt Ducklings Management Committee

Date

Signed