

# Mrs Bonds Village Nursery

## 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 settings.

### 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.

### Children's Records

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
- We use the Tapestry Learning Journey for the developmental records. They are stored on the secure online Tapestry System, which is password protected and accessible to staff and parents. Prior parental permission is received before a child's information is put into our Tapestry account,

#### 2. Personal records

- These include registration and administration 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 development concerns or child protection matters.
- These confidential records are stored in a lockable filing cabinet and are kept secure by the management in the office or other suitable safe place.
- 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.

### 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 of recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

### 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 in writing to the setting manager.
- The nursery manager commits to providing access within 14 days- although this may be extended.
- The nursery manager 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 authorities, etc. it is usual for agencies to refuse consent to disclose, preferring the individual to go directly through them.
- When all 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 nursery manager will go through the file and remove any information which the third party has refused consent to disclose. This is best done with a black marker, to score through every reference to the third party and information they have added to file.
- What remains is the information recorded by the nursery, 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 nursery 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 nursery or another (third party) agency.

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

#### Ensuring Confidentiality

- All staff sign a Confidentiality Agreement during the induction process
- If this is found to be breached or broken disciplinary action may be undertaken
- If staff/parents believe there has been a breach of confidentiality they should bring this to the attention of the management immediately. Management will conduct an investigation and proceed depending on the outcome

This policy was reviewed by Mrs Bonds village nursery on 03/10/2023