



## **Confidentiality Policy**

### **Our Rationale**

At Doris Venner Pre-School we believe that all parents/carers and staff should feel confident in the knowledge that any information disclosed will only be used to enhance the welfare of their child. We promote an environment that ensures all parents, carers and staff are entitled to expect privacy. We expect everyone working within Doris Venner Pre-School to take responsibility for following these procedures and ensuring that matters of a confidential nature will be dealt with in a professional manner free from judgment without feeling patronised.

### **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 pre-school care and education.

### **Implementation of the policy at Doris Venner Pre-School**

#### **The Manager must:**

- Produce a confidentiality Policy for Doris Venner Pre-School and make it available to all parents.
- Ensure that staff, parents and children are involved in the planning and implementation of the policy.
- Ensure every effort is made to translate the policy into the languages commonly used in the local community.
- Make sure that a copy of the policy and procedures is given to all staff and others working with the children at Doris Venner Pre-School, including students and volunteers.
- Ensure new members of staff, students and volunteers, receive copies of the confidentiality policy and that it is discussed with them during their induction meeting.

### **Methods**

To ensure that all those using - and working in - the pre-school can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access 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.

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. 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 on-going 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.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students training, when they are observing in the pre-school, 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 put in writing to the Manager.
- We will do our best to provide access within 14 days- although this may be extended.
- The manager and key worker will prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received. A request for their written consent/refusal to disclose this information to the person requesting it will be required. A copy of these letters are retained on file.
- Third parties include all family members who may be referred to in the records. All workers from other agencies, including social services, health authority etc.
- When all consents/refusals to disclose have been received they are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The manager will remove any information which a third party has refused consent for disclosure. This may be done using a thick black marker to score through every reference to the third party and information they have added to the file. (This relates to the photo-copy)
- All remaining information is referred to as a 'clean copy'
- Parents are invited to discuss the contents of the 'clean copy' with the manager.
- Parents will be unable to have unsupervised access to the file or receive a copy for their own records.

- Legal advice may be obtained before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.

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 also refer to our policy *on child protection*.

**OFSTED Helpline No. 0300 123 1231**

This policy was adopted at a meeting of the Pre-School held on:

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Signed on behalf of Doris Venner Pre-School .....

Date to be reviewed.....