

Confidentiality & Record Keeping Policy



We aim to respect the wishes of parents/carers and to adapt our curriculum according to a child's needs. To ensure that all those using & working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Formal observations will be completed on children within the group in order to fulfil the curriculum planning requirements of the funded scheme.
- Parents will have ready access to the files & records of their own children but will not have access to information about any other child.
- All staff will be bound by confidentiality. Students, when they are observing in the pre-school on qualifications & training, will be advised of our confidentiality policy & required to respect it.
- Under No circumstances are the children and the setting business to be discussed with any other person outside of this setting
- Records will only be available to staff on a 'need to know' basis.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school leader will not be passed on to other adults without permission
- Liaison with outside organisations and professionals will only take place where the parent has given consent. However confirmation of a child's attendance at Pre-school will be given to schools on request, together with knowledge of friendships.
- The staff are fully aware of their own role & responsibility & will not give advice, guidance or information to parents beyond their remit. They know when to inform appropriate personnel of any concerns & keep parents fully aware of the situation.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file & not shared within the group except with the Manager and Deputy.
- Where a child study needs to be completed as part of staff training, the student will be obtain written permission from the parent before the study commences.
- Observations will only be carried out by suitably qualified staff.
- Family Book will be given to parents when the child leaves the setting for them to pass on if they wish to the child's next setting. Transition forms will be completed by parents and key-person to forward on to next setting.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety & well-being of the child. Please see also our policy on safeguarding children.

The pre-school's work with children & families will sometimes bring us into contact with confidential information. This will always be handle with discretion wherever possible depending on the information given.

All accidents/incidents records are held until the child turns 21 all other details are held for 3 years and the disposed of correctly