Manea Pre-school

Confidentiality Policy

At Manea Pre-school 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

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, photographs, summary developmental reports and records of achievement.
- They are usually kept in a lockable cupboard within pre-school and can be accessed and contributed to, by staff, the child and the child's parents/carers. They will be taken out to be updated but will never leave the premises.

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/carers, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable filing cabinet and are kept secure by the person in charge in an office or other suitable safe place in accordance with the Data Protection Act.

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- Parents/carers have access, in accordance with the access to records procedure, to the files and records of their own children unless there are policies in place to prevent this, such as with some safeguarding files.

- Safeguarding files are kept in a separate locked filing cabinet and the only staff that have access to these are the Designated Safeguarding Leads in Manea Pre-school and Manea Community Primary School.

- Parents and Carers do not have access to information about any other child.

Other records

1 Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

2 Students on 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/carers may request access to any records held on their child and family following the procedure below.

1 Any request to see the child's personal file by a parent/carer or person with parental responsibility must be made in writing to the setting manager

2 The setting manager informs the chairperson of the Governing body/pre-school leader and sends a written acknowledgement.

3 The setting commits to providing access within 14 days - although this may be extended.

4 The setting's manager and chairperson of the management committee/Governing body/pre-school leader prepare the file for viewing.

5 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.

6 'Third parties' include all family members who may be referred to in the records.

7 It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.

8 When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.

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9 A photocopy of the complete file is taken.

10 The setting manager and chairperson of the management committee/pre-school leader go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.

11 What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.

12 The 'clean copy' is photocopied for the parents/carers who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the setting leader, so that it can be explained.

13 Legal advice may be sought before sharing a file, especially where the parent/carer 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 setting, which is to the safety and well-being of the child. Please see also our policy on Safeguarding and child protection.

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