

Information and Records - Confidentiality Policy



Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting and ensure the needs of all children are met.

EYFS 2017

It is essential to hold personal information about children and parents who use this service. Information will be stored in a locked cabinet in the office in line with the Data Protection Act; will never be left for any unauthorised person to view other's details.

Information about children is important for staff to be aware of with parental permission for example any allergies or medical conditions.

All staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist.

If a parent wishes to speak in confidence regarding their child or personal situation, this can be done at any time by asking to speak to one of us. Making a prior appointment may guarantee better timing while children are on the premises.

Records

Parents/carers and staff are made aware of the records kept about them. Confidential records and information about staff and children are held securely and only accessible to those who have a right, or professional need to see them. It is important that children and families are given the opportunity to contribute to the records we hold. We follow the guidelines and responsibilities under the Data Protection Act 1998 and where relevant the Freedom of Information Act 2000.

Records relating to individual children are retained for a reasonable period of time after they leave the setting.

We ensure all staff understands the need to protect the privacy of the children in our setting, as well as the legal requirements that exist. This ensures the handling of information relating to a child is handled with confidentiality.

The written information that will be held is listed below:

- Staff details including qualifications, DBS details, their address and emergency contact numbers.
- Children's information including addresses, contact numbers, medical history and additional information deemed important.

Records and Information are kept in line with the following legislation and guidance's:

- Childcare Act 2006
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Children Act 1989, 2004
- Working Together to Safeguard Children (DFE 2014)
- Information sharing (2015)

Children's Profiles

During their time with us we keep individual files on the children's progress and achievements. Parents/carers are welcome to view their own child's file and make their own contributions.

Staff Confidentiality

Where the confidentiality of the children and their parents/carers using our setting is very important we also ask that parents/carers and other members of staff or trainees consider our own confidentiality. We ask that if you hear any conversations between my own family or staff members, that you respect our confidentiality and do not repeat anything you hear outside of our setting.

We ask that you do not share any personal information you may come across; respecting our privacy outside of working hours.

Recording and displaying images of children

No image will be taken by digital camera, video recorder or mobile without prior permission from parents/carers of the child (Please see permission section on parent contracts).

Information Sharing - March 2015

This is wording taken straight from the document

"Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death. Poor or non-existent information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious injury to, a child. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. No practitioner should assume that someone else will pass on information which may be critical to keeping a child safe."

Information for Parents/Carers

The following information is made available to Parents and Carers:

- How the EYFS is being delivered in the setting, and how parents and/or carers can access more information;
- The range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home;
- How our setting supports children with special educational needs and disabilities;
- Food and drinks provided for children;
- Details of the policies and procedures, including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting;
- Staffing in the setting; the name of their child's key person and their role; and a telephone number for parents and/or carers to contact in an emergency

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