



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

CONFIDENTIALITY PROCEDURE POLICY

Aim

At Humpty Dumpty Pre-school it is our intention to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

We keep two types of records about the children attending Humpty Dumpty Pre-School:

Developmental records/Learning Journeys

These include written and photographic observations of children, samples of their work, developmental reports, records of achievement and pathway plans. Any photos of children are only used as a visual enhancement in their learning journey or for the digital photo frame on the topic table. Photos of children are deleted from the memory card once they have left Humpty's.

All records are kept in a locked cupboard at the back of the hall to which only the staff members have access to when the setting is closed. When the setting is in session the learning journeys are located in the file trolleys by the inner hall door and are available for parents/carers to view every day. It is important that parents/carers respect the confidentiality of others and only view their own child's records. When a child leaves the setting, to go to school, the latest development reports are passed onto the new teacher and the learning journey is given to parents/carers. If in the case that the child leaves to go to another setting the developmental records will also be given to the parents to pass on to the new setting if not sent directly.

Personal records for Children

These include the registration forms, signed consents and any correspondence from outside professionals concerning the child or family.

Any confidential material such as child protection matters will be kept in a separate file and will only be available to authorised personnel.

All personal records are stored in a locked filing cabinet and remain confidential other than to those staff that need to access them.

Staff will not discuss personal information given by parents/carers with other members of staff, except where it is necessary to do so to best support the child's needs. Staff induction includes awareness of confidentiality in the role of the key person. All personal records are kept for three years after the child has left the setting and are then destroyed.

Access to personal records

Procedure

Any request to see the child's personal file by a parent/carer must be made in writing to the Manager.

- The Manager informs the Chairperson of the Committee and sends a written acknowledgement.
- The Pre-school commits to providing access within 14 days – although this may be extended.
- The Manager and Chairperson prepare the file for viewing
- All third parties are then written to, stating that a request for disclosure has been received and permission needs to be obtained in order for the disclosure to continue to the person requesting it. A copy of these letters is retained in the file.



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- Third parties include any family members who may be referred to in the records and any multi-agency workers who may also be involved with the child's development, health and safety etc. However, it is usual practise for agencies to refuse consent regarding disclosure, as their preference would be to meet directly with the individual/parent.
- When all the consents/refusals to disclose have been received these are attached to a copy of the request letter.
- Photocopy of the complete file is taken.
- The Manager and the Chairperson of the Committee go through the file and remove any information which a third party has refused consent to disclose. This is done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- Only information recorded by the Pre-School, detailing the work initiated and followed by them in relation to confidential matters will remain. This is called a 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited to discuss the contents. The files should never be given straight over, but should be gone through by the Manager, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent/carer has possible grounds for litigation against the Pre-School or another (third party) agency.

Other records

Issues to do with the employment of staff, whether paid or unpaid, remains confidential to only those directly involved with making personnel decisions such as the Manager, Chair and Treasurer.

It is necessary to keep staff files on the premises due to Ofsted inspections.

Each member of staff has their own personal file which is kept locked in the filing cabinet at the back of the hall. Each file contains personal emergency contact information as well as copies of current qualification/training certificates, staff supervision/appraisal forms, references and a copy of contract. Pay scales are blacked out on contracts to keep salaries confidential. The Manager keeps a copy of all contracts electronically.

Students and volunteers are made aware of our confidentiality policy as part of their induction process.

Staff must ensure that they adhere to the Code of Conduct policy regarding confidentiality. Any member of staff in breach of confidentiality during or after their employment will be liable to a Disciplinary procedure.

Humpty Dumpty Pre-school is a member of the ICO (Information Commissioners Office) due to personal information regarding children, parents and staff being kept on written/electronic files.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the all persons involved with the Pre-school. Please see also our policy on Safeguarding/Child Protection.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School on 26th August 2014. It was reviewed and updated on 5th August 2017

Signed: Chairperson Date: