



## Confidentiality Policy

The settings work with children and families can sometimes bring us into contact with confidential information. To ensure that all those working within the setting can do so with confidence we respect confidentiality in the following ways.

Parents will have access to the files and records of their own children, but will not have access to those of any other child

Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than the parent or carer of said child.

Information given by parents/carers to the manager/supervisor will not be passed on to any other adult without prior consent.

Issues relating to the employment of staff, whether paid or voluntary will remain confidential to the people directly involved with making personal decisions.

Students/volunteers will be advised of our confidentiality policy and will be required to adhere to it at all times.

We keep two kinds of records on children attending our setting:

### **Developmental records**

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

These are usually kept in the setting and can be freely accessed, and contributed to, by staff, the child and the child's parents.

### **Personal records**

These include registration and admission forms, signed consent forms, 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, 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 suitably safe place.

We retain children's records for three years after they have left the setting. These are kept in a secure place. Where there is a child protection issue, the records are kept for 21 years.

**Date of policy approval**

**Sept 2018**

**Date of policy review**

**Sept 2019**