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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **CONFIDENTIALITY** |

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| **POLICY REFERENCE:** | **BRAM09** |
| **Issue Number:** | **02** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

**Statement of intent**

It is Brambles Childcare’s 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:

Developmental records

* These include observations of children in the setting, samples of their work, summary developmental reports, records of achievement and diaries.
* They are usually kept in the office and can be accessed, and contributed to, by staff, the child and the child's parents.

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, 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 manager in the office.
* Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

**Other records**

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students on Pre-school Learning Alliance or other 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 may request access to any records held on their child and family following the procedure below.

* Any request to see the child's personal file by a parent or person with parental responsibility must be made in person directly to the manager..
* These files will remain on the premises at all times.
* Personal files are subject to disclosure to relevant parties as required by law.

If documents are required to be disclosed by law, sensitive information regarding third parties may be blacked out, as appropriate.

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 child protection .

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *02* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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