

# Happy Days Pre School (Navenby)

## Confidentiality Policy

Happy Days Pre-School (Navenby) takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

The setting will not discuss confidential information about children and their families with other parents/carers; this includes social networking internet sites. Parent helpers/volunteers will be briefed on the importance of maintaining confidentiality and they will not have access to any personal files or information.

Records are kept as follows:

- Personal Records – each child will have an individual file, in which will be kept registration and enrolment forms, consent forms, information and observations by staff on any confidential issue involving the child; for example, developmental concerns or safeguarding issue. Also reports or minutes that may arise from any meetings that concern the child, from other agencies working the child/family. Parents can access these records by following the access to information procedure.
- Learning and Development Records - these include observations, assessments, photos, developmental records, and samples of the child's work. Learning and development records will be stored appropriately to ensure confidentiality within the child's play room. These records can be accessed, and contributed to, at any time, by staff, the child's parents and the child.

Other Records

- Staff Records – each team member, paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of CRB clearance and ISA registration (when applicable). This file can be accessed by the individual to whom the file relates upon request to the management.
- Student Records – each student will have a file containing personal information, emergency contact numbers, next of kin, details of course, tutor and induction, confirmation from college/evidence of CRB clearance and ISA registration from (when applicable). This file can be accessed by the individual to whom the file relates upon request to the management.
- Medication Records - individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.
- Accident and Incident Records – individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and what the outcome was, these must include counter signatures.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance in the EYFS (minimum of 3 years).

Happy Days Pre-School (Navenby) ensure all staff/ volunteers/ students are aware of and understand the confidentiality policy and will be asked to sign a record to agree they have read the policy. They will be made aware that any breach of confidentiality may lead to disciplinary action.

### **Sharing information with confidence**

- Parents will have access to the records of their own children but will not have access to information about any other child.
- Personal records will be stored in a lockable filing cabinet within the provision and will be accessed only by staff members through the manager/supervisor.
- Information given will be shared on a need to know basis with the child's key person, other team members in the child's play room and other professionals. This will only be done with the consent of the parent/carer or in cases of safeguarding issues.
- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making workforce decisions.

### **Access to personal information procedure**

Parents may request access to records held on their child by following this procedure;

- Any request to see the child's personal record by a person with parental responsibility must be made to the manager/supervisor in writing. (Where a verbal request is made the following process will still be applied).
- The manager/supervisor will reply with a written acknowledgement
- The setting commits to providing access within 10 days.
- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.
- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children's Board, can refuse consent to disclose, preferring the individual to go directly to them.
- When all consent/ refusals to disclose have been received these are attached to the copy of the request letter.
- A copy of the file is taken.
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.
- The information will be supplied either in hard format or on screen.

- The child's parent/carer may verbally request to see their child's Learning and Development Record at any time, to read or to make a contribution to. This request can be made to their child's Key Person and can be accessed at any time.

## Data Protection

Happy Days Pre-School (Navenby) is required to keep and maintain records to comply with Ofsted registration and the legal requirements in the EYFS. We are aware of the requirements of the Data Protection Act 1998 and comply with the principles which state that personal data must be;

- Obtained and processed fairly and lawfully
- Held for lawful purpose
- Used only for the purpose stated
- Accurate and up to date
- Held no longer than the required time
- Accessible to the individual concerned, or individuals with parental responsibility
- Surrounded by proper security
- Disclosed only using the access to information procedure

Parents/carers will be required to sign to consent to necessary information being held.

Useful information and data protection registration/exemption – [www.ico.gov.uk](http://www.ico.gov.uk)

This policy has been adopted by Happy Days Pre School (Navenby)

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: