

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



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Confidentiality

Policy statement

Staff and managers at Wanborough Playgroup can be said to have a 'confidential relationship' with families. It is our 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. 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.

We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private and family life, home and correspondence. Our only justification to interfering with this right is where we believe that a child may be at risk of significant harm, to prevent a crime or disorder.

We meet the requirements of the Data Protection Act 1998 with regard to the information we gather from or about families how we gather it, store it and use it. Our procedures enable us to meet these requirements.

We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'need to know' basis, with consent from parents, or without their consent in specified circumstances to do with safeguarding children.

Procedures

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 and records of achievement.
- They are usually kept at Playgroup and can be accessed, and contributed to, by staff, the child and the child's parents / carers. However, they can be taken home by the child's key person to update where they are kept securely.
- Parents / carers have access to their own child's developmental record at any time.

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 at Playgroup and are accessed only by staff and relevant Committee members.
- 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 taking part in work experience from School or College observing in Playgroup will be advised of our confidentiality policy and required to sign and adhere to a student confidentiality undertaking.

Access to personal records

Parents / carers 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 writing to the Supervisor.
- The Supervisor informs the chairperson of the committee and sends a written acknowledgement.
- Playgroup commits to providing access within 14 days - although this may be extended.
- The Supervisor and chairperson of the committee prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters is retained on the file.
- 'Third parties' include all family members who may be referred to in the records.
- It also includes workers from any other agency, including social care, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The Supervisor and 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.
- What remains is the information recorded by Playgroup, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents / carers who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the Supervisor, 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 setting or another (third party) agency.

All the undertakings above are subject to the paramount commitment of Wanborough Playgroup, which is to the safety and well-being of the child. Please see also our policy on safeguarding children and child protection.

Further guidance

Information Sharing: Practitioners Guide (HMG 2006)

www.everychildmatters.gov.uk/_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf

This policy was adopted at a meeting of	Wanborough Playgroup
Held on	10 th March 2008
Date reviewed	5 th March 2009
Date to be reviewed	March 2010
Name of signatory	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup
Held on	4 th November 2014
Signed on behalf of the management committee	
Name of signatory	Jo Galt
Role of signatory (e.g. chair/owner)	Chairperson