

Safeguarding Confidentiality and Access to Records

**Unique
Child**

**1.3 Keeping
Safe**

**Positive
Relationships**

**2.1 Respecting
Each Other**

**Enabling
Environment**

**3.4 The Wider
Context**

**Learning
Development**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access to high quality early years care and education in Haddenham Puddleducks Pre-school. 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. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

Confidentiality procedures

- We always regard the information parents share with us to be confidential.
- Parent/carers sometimes share information about themselves with other parents as well as our team; we cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information, for example with regard to injuries, concerns, about a child or family, any discussions with parents on sensitive matters, any records we keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely (see our record keeping procedures).

Access to records procedures

Parents may request access to any confidential records held on their child and family following the procedure below:

- Any request to see the child's personal file containing sensitive information by persons with parental responsibility must be made in writing to Haddenham Puddleducks Pre-school Manager who will inform the chairperson and sends a written acknowledgement.
- The manager and chairperson of the management committee prepare the file for viewing within 14 days.
- 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. Copies of these letters are retained on file
- Third parties' include all family members who may be referred to in the records and workers from any other agency, including social services, the health authority, etc.
- When the consents/refusals have been received these are attached to the request letter.
- Haddenham Puddleducks Pre-school Manager and chairperson of the management committee go through the file and remove any information which a third party has refused consent to disclose. What remains is the information recorded by Haddenham Puddleducks Pre-school, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against Haddenham Puddleducks Pre-school or another (third party) agency.
- Requests by a parents to see their child's learning journey can be made to the manager or key person at any time and a convenient appointment will be made to see the file with their child's key person.

All the undertakings above are subject to the paramount commitment of Haddenham Puddleducks Pre-school, which is to the safety and wellbeing of the child. Please see also our policy on child protection.

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by