



## **Magdalene Preschool**

### **Confidentiality policy**

#### **Statement of intent**

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.

#### **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:**

1. Developmental records (Foundation Stage records)
  - These include observations of children in the setting, samples of their work, developmental reports and 'tracking progress'.
  - They are usually kept in the setting and can be accessed, and contributed to, by staff, the child and the child's parents. These will be transferred to the child's next setting, either school or nursery.
2. 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 cupboard and are kept secure by the person in charge in a suitably safe place.
  - Parents have access 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.
- They will share information with parent/carers, other professionals working with the child and the police, social services and Ofsted as appropriate
- Staff are informed of the principles of confidentiality on induction and at appraisal.
- Parents/carers are informed of confidentiality procedures on registration and by having access to policy folders.
- Developmental records and personal records are transferred to other settings when the child moves nurseries or school

**Other records**

- Confidential records about staff are held securely and are only accessible and available only to those who have a right or professional need to see them
- All staff understand the need to protect the privacy of the children in their care and are aware of the legal requirements that exist to ensure information relating to the child is handled in a way that ensures confidentiality
- Records relating to individual children are retained for 7 years after they have left, then destroyed.
- Magdalene Pre-school is registered with the ICO and we are aware of our responsibilities under the Data Protection Act
- All staff are e-aware when sending e-mails.

Signed.....Date.....

On behalf of the management committee