

## Confidentiality Policy

At Little Oaks we aim to respect the privacy of parents, children and staff. We therefore have the following procedures in place to ensure that we share information on a "need to know" basis.

### CHILDREN'S DEVELOPMENTAL RECORDS:

- These include child observations, samples of a child's "work" and photographs, and the planned next steps for that child.
- This information is kept in individual files for the child and is shared at least termly with the child's parent by their child's key person.
- Parents, carers and the children themselves have open access to these.
- Parents and carers are asked to respect the privacy of others and to only access their own child's file.

### CHILDREN'S PERSONAL RECORDS:

- These include registration forms, collection consent forms, relevant medical records, individual support plans and any correspondence between the parents and Little Oaks or between Little Oaks and any external agencies.
- This information is kept in a lockable filing cabinet.
- Parents or Carers have access to these records pertaining to their own child/children but not to that of any other child.
- This information is accessible to the child's key person but not necessarily to other members of staff.
- Staff will not discuss personal or developmental details of any child with any person not employed by Little Oaks unless it is in a "professional" capacity for example with an area SENCO or a speech therapist. Parents will be informed of such conversations and where possible will be present.

### CHILDREN'S DEVELOPMENTAL PROFILE:

- This includes a summary of the child's developmental stages, a record of their well being and involvement levels and "All about me" booklets.
- These are kept in lockable filing cabinets and are accessible to staff members who work directly with the child.

## STAFF RECORDS

- Staff records are kept in a file marked "staff". The information within is considered confidential and is only accessible to those making personnel decisions notably the head supervisor, and the chair of the committee.
- These files are kept in a lockable filing cabinet.

To ensure that all those using and working in the Pre-School can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children. Personal details can be viewed at any time upon request to the key person or head supervisor. Development files are stored in an open access bookcase. Parents and carers are asked to respect others privacy by only accessing the files pertaining to their own child/children.
- Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the head supervisor or key person will not be passed on to other adults without permission unless it is felt to do so would put the child in a vulnerable situation regarding their safety or well being.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except on a need to know basis. The Setting Manager will make all decisions regarding this or in her absence Claudia Boyd.
- Student's and volunteers, will be advised of our confidentiality policy and required to respect it. They will be advised via the "Student placement" and "Volunteer" guides.

All the undertakings above are subject to the safety and well being of the child which is the paramount commitment of the pre-school.

Please see also our policy on child protection.

See also Social Networking Policy

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

This policy was reviewed and updated January 2012, January 2013, October 2013