



## KINDERGARTEN CONFIDENTIALITY POLICY

### INTRODUCTION

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they have access to high quality early years care and education in our setting.

### AIMS

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 and that their information will not be passed on to anyone without their prior permission.

### PROCEDURES

We keep two kinds of records on children attending our Kindergarten:

1. Developmental records
  - These include observations of children in the Kindergarten, samples of their work, summary development reports and records of achievement.
  - They are usually kept in the classroom and can be accessed, and contributed to, by staff, the child and the child's parents.
  
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.
  - All confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
  - Any evidence/anxieties relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except with the permission of the Head
  - 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.

- Information given by parents to the Head in confidence will not be passed onto other adults without the parents' prior permission

### **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 on work experience or training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

The Kindergarten will treat any breach of confidentiality as misconduct, gross or otherwise, depending on the severity of the offence and deal with the situation accordingly

### **Access to personal records**

Parents 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 Head.
- The Head informs the Vice Principal and sends a written acknowledgement.
- The Kindergarten commits to providing access with 14 days – although this may be extended.
- The Kindergarten Head and Vice Principal 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 services, 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 consent/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 Head and Vice Principal go through the file and remove any information which a third party has refused consent to disclose. This is best 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 the setting, 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 who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the Head, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the Kindergarten or another (third party) agency.

All the undertakings about are subject to the paramount commitment of the Kindergarten, which is to the safety and well-being of the child.

## REFERENCES

This Policy has been informed by:

DfE Statutory Guidance 'Keeping children safe in education' (September 2016)

DfE Guidance 'Working together to safeguard children' (2015)

HM Gov Guidance 'Information Sharing' (2015)

HM Gov Guidance 'Every Child Matters' (2004)

**See also:** [Images of Children Policy](#), [Safeguarding and Child Protection Policy](#),  
[Student Placement Policy](#), [Whistle Blowing Policy](#)

This policy will be reviewed annually		
Latest Review: January 2017	By:	Kathy Ballantine, Acting Head
Next Review: January 2018	By:	Kindergarten Head