

Totterdown Preschool

Confidentiality and Client

Access to Records Policy



STATEMENT OF INTENT.

At Totterdown Preschool it is our intention to respect the privacy of children and their parents and carers, whilst ensuring that they access high quality preschool care and education.

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 at Totterdown Preschool.

METHODS

To ensure that all those using, and working in Totterdown Preschool can do so with confidence, we respect confidentiality in the following ways:

- ❖ Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- ❖ We will only discuss confidential information with those who have parental responsibility for a child, unless instructed otherwise by those with parental responsibility or in a case of our Safeguarding policy applying.
- ❖ A private area can be made available for parents who wish to discuss anything in confidence with a staff member.
- ❖ Staff will not discuss personal information given by parents with other members of staff, except where it affects the care of, and planning for, the child's needs.
- ❖ Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- ❖ Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- ❖ Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.



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- ❖ 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 training, when they are observing in the preschool, are advised of our Confidentiality policy and required to respect it.
- ❖ A breach of this policy can be considered to be gross misconduct by staff, and will be dealt with accordingly under the staff grievance and disciplinary policy.
- ❖ No child's name or identifying features will be posted on the internet and we ask that no parent posts anything about another child, including their photo on social media sites.
- ❖ In order to share information with outside professionals, either as part of the graduated response (SEND) or for transition, the express permission of the parents will be sought in advance, unless in special circumstances.
- ❖ All records will be kept for a minimum of 3 years, with the exception of accident records or SEND or safeguarding documentation that will be kept for a period of 21 years, and funding forms for 7 years.
- ❖ All the undertakings above are subject to the paramount commitment of the preschool, which is to the safety and well being of the child.

Agreed by Claire Childs and Shamira Lumsden

Review on April 2020

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice:



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