

# **Aspin Park Early Years Group**

## **Confidentiality and client access to records**

### **Policy statement**

'Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.'

*Information Sharing: Guidance for Practitioners and Managers (DSCF 2008)*

### **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. It is our intention to respect the privacy of children and their parents and carers, while ensuring they access high quality early years care and education in our setting. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the GDPR and the Human Rights Act (1998).

### **Methods**

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

1. Developmental records using Tapestry online recording system.
  - These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
  - They are usually kept on a tablet and can be accessed, and contributed to, by staff, the child and the child's parents, using a secure password and pin number.
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 file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
  - 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.

**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 Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

**Access to personal records**

Parents may request access to any records held on their child and family at any time by speaking to a playgroup supervisor.

Access to personal records relating to staff and the conditions of their employment will only be granted to third parties after discussion with the staff member and after the removal of any personal information that is not necessary to the enquiry.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy on child protection.

Reviewed and updated:

Date..... Name.....

Date..... Name.....

Date..... Name.....

Date..... Name.....