

Safeguarding and Welfare Requirement: Information and Records

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

Confidentiality within the setting **St Clements Pre School LTD**

To be read in conjunction with Confidentiality and client access to records at **St Clements Pre School LTD**

Statement of intent: The Children Act 2004 and Every Child Matters underpin all our policies and practice. It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality preschool care and education. In order to develop an atmosphere of mutual respect confidentiality is paramount. Confidentiality is extended to include staff, volunteers, students and events occurring within the preschool setting.

Aim: We aim to ensure that all parents and carers can share their information in the confidence that it will only used to enhance the welfare of their children.

EYFS themes and principles underpinning policy and practice. (= Learning and Development)

A Unique Child (UC)	Positive Relationships (PR)	Enabling Environments (EE)
Every child is a unique child who is constantly learning & can be resilient ,capable ,confidant & self assured	Children learn to be strong and independent through positive relationships.	Children learn & develop well in enabling environments, in which their experiences respond to their individual needs & there is a strong partnership between practitioners & parents & carers.

Confidentiality Procedures

To ensure that all those using and working in the pre school can do so with confidence, we respect confidentiality in the following ways.

- 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, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance for 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 whilst remaining as accessible as possible.
- 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 recognised qualifications and training, when they are observing in the preschool, are advised of our confidentiality policy and required to respect it.

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

This policy was adopted at a meeting of

Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

St Clements

SPRING TERM 2021

SPRING TERM 2022

Racheal Hills and Elaine King

Managers/co-owners

