

## **BEETLEY & DISTRICT PRESCHOOL**

Registered as a Charity Number 1029927

### **Confidentiality and Client Access to Records**

#### **Policy statement;**

*Definition: 'Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.'*

*(Information Sharing: Practitioners' Guide)*

In our Preschool, staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our Preschool.

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.

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulations (GDPR) and the Human Rights Act.

#### **Confidentiality procedures**

- We always check whether parents regard the information they share with us to be confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff; the Preschool cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond the general personal information we keep – for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep confidential records securely in a lockable filing cabinet located in our office.
- Paper records that are removed from the Preschool premises, are carried in a secure locked bag and can only be accessed by the member of staff with a key. Electronic information is stored on an encrypted memory stick which is only accessible to the staff member.

#### **Client access to records procedures**

Parents may request access to any confidential 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 Preschool manager.

Review & Adopted at meeting on 10/09/18

- The Preschool manager informs the chairperson of the management committee and sends a written acknowledgement. The Preschool commits to providing access within 14 days, although this may be extended.
- The Preschool manager and chairperson of the management committee 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. Copies of these letters are retained on 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 consents/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 Preschool manager and chairperson of the management committee 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 Preschool, 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 preschool manager, 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 preschool or another (third party) agency.

All the undertakings above are subject to the paramount commitment of the Preschool, which is to the safety and wellbeing of the child. Please see also our policy on Safeguarding/ child protection.

This policy is written within the ethos of the Early Years Foundation Stage themes and commitments

**Legal framework**  
Data Protection Act 1998  
Human Rights Act 1998

Signed:	Chairperson	Supervisor
Date:	Date for next Review:	

## **Beetley & District Pre-school Confidentiality Commitment.**

**Name:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**DBS Number & date:**  
(If applicable)

**I have read, understand and will comply with the policy of confidentiality required by the role I am undertaking for Beetley & District Preschool.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_