## Confidentially and client access to records policy

### Policy statement

Definition ‘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 (DCSF 2008)).

In our setting, 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 setting. 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 Data Protection Act and the Human Rights Act.

### Confidentiality procedures

* We always check whether parents regard the information they share with us to be regarded as confidential or not.
* Some parents sometimes share information about themselves with other parents as well as staff; the setting 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 a 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 (see our record keeping procedures) - 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 all records securely.

## Adoption of Policy

This policy was adopted as follows:

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| **Meeting of** | **Friends of Warmley Preschool Committee** |
| **Date held** | **Warmley Preschool** |
| **Date for review** |  |

Signed on behalf of the management committee:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Signatory** |  | | |
| **Signature** |  | | |
| **Role of Signatory** |  | **Date** |  |