



### 3. Confidentiality and Client Access to Records Policy

#### **Statement of intent**

It is Yaddlethorpe Pre-schools intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education, and to respect the privacy of the staff, volunteers and students.

#### Aims

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 the children.

#### Methods

We have record keeping systems in place that meet legal requirements. The methods that we use to store information takes place within the framework of the General Data Protection Regulation (2018)

We keep two kinds of records on children attending Yaddlethorpe Pre-school:

1. Developmental records
  - These include written and photographic observations of children at pre-school, samples of their work, summary developmental records and records of achievement.
  - They are kept in the playroom and can be accessed and contributed to by staff, the children and the parents.
2. Personal records
  - These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes to meetings concerning the child from other agencies and observations by staff on any confidential matter involving the child, such as developmental concerns and child protection matters.
  - These confidential record are kept in a locked cabinet and accessed only by those working directly with the child.
  - Parents have access to their child's record but not the records of other children.
  - 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 key person.

For a comprehensive explanation of personal data that we collect, why we collect it, who we share it with and how we protect it see our Privacy Notice.

#### Other records and information

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- All personal details records relating to staff, volunteers and students are kept in a locked cabinet and accessed by the pre-school Managers only.
- Any sensitive information discussed at committee meetings will remain confidential and committee members will be expected to sign a 'Confidentiality Agreement' on joining the committee.