

Streatley Hill Pre-school

Confidentiality and Data policy

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

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.

Methods

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

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

Data

The Pre-school's work means we must maintain records for the safe and efficient management of the setting.

The Pre-school will keep the following documentation and information:

- Name, address and telephone number of all people employed on the premises and all people who regularly come into unsupervised contact with the children attending the Pre-school.
- A record of all CRB Disclosures obtained
- A record of visitors
- A daily record of the names of the children attending the Pre-school and their hours of attendance.
- The certificate of registration (which is displayed on the noticeboard)
- A copy of the latest OFSTED inspection report
- A certificate of employers liability insurance
- A record of safety checks and risk assessments
- A record of accidents, physical interventions, medicines administered, allergies and

health conditions

- Developmental and personal files on each child attending the Pre-school (kept in locked filing cabinet).

These will be kept for 3 years after the child has left the Pre-school

This policy was adopted at a meeting of Streatley Hill Pre-school

Held on (date): 28th March 2011

Signed on behalf of the pre-school