



St Hugh of Lincoln Nursery School

Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that at our nursery school they can benefit from good early years education and care.

Methods

We keep two kinds of records on children attending our nursery school:

1. Developmental records

- (a) These include observations of children attending the nursery school, samples of their work, and 'learning journeys' which include summary developmental records.
- (b) Observations are initially stored in the staffroom before being transferred to a child's Learning Journey file which is kept in the Manager's Office. A child's parents may request access to these records at any time; and made available to parents as a matter of course three times a year when judgements on a child's development and learning are made.

2. Personal records

- (a) These include registration and admission forms, signed forms of consent, correspondence concerning the child or family, reports or minutes from meetings concerning the child which are received from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter which involves the child, such as developmental concerns or child protection matters.
- (b) These confidential personal records are kept in separate personal files, which are stored in a lockable cabinet in the Nursery Manager's Office.
- (c) Parents are entitled to have access, in accordance with the procedure for access to records, to any records kept by the nursery school which relate to their own children; but they are not permitted to have access to information about any other child.
- (d) Personal information about a child which parents give to a member of the nursery-school staff will not be discussed with other members of the staff, except when that is necessary as part of joint planning for the child's needs. During the induction, all members of the nursery-school staff are made aware that confidentiality is an important part of the duties of each child's key person.

3. Other records

- (a) Matters relating to the employment of staff, whether paid or unpaid, remain confidential to the people responsible for making personnel decisions or for administering salary payments.
- (b) Any students who come to work in or to observe the working of our nursery school are informed of the content of this confidentiality policy, and are required to comply with it.

4. Access to personal records

Parents or guardians may request access to any records held by the nursery school which relate to their child or to their family, by following the procedure set out below.

- (a) Any formal request made by a parent or a person with parental responsibility to see the records held in a child's personal file must be made in writing to the Principal/ Nursery Manager.
- (b) The Principal/Nursery Manager will inform the Chairman of the Management Committee, and will send a written acknowledgement to the parent that a request has been received.
- (c) Those who are responsible in this matter on behalf of the nursery school will use their best endeavours to provide access to the child's records within 14 days to the parent who has made the formal request.
- (d) The Principal and the Chairman of the Management Committee will prepare the file for viewing.
- (e) Letters will be written on behalf of the nursery school to any third parties who may be concerned with matters covered in a child's records, to inform them that a request by a parent for the disclosure of these records has been received, and (where relevant) asking for the third party's permission to the nursery school to disclose the records to the parent who has made the request.. A copy of all such letters is retained in the child's personal file.
- (f) The term 'Third parties' includes all family members (other than the parent who has made the request) who may be referred to in the records.
- (g) The term also covers workers from any other agency, other than the nursery school, including the social services, the health authority, and the like. Any such agency may refuse its consent to the nursery school to disclose to a parent any information in the records relating to matters for which that agency bears some responsibility.
- (h) When all the replies giving third parties' consents and/or refusals to disclose information have been received , they will be attached to the copy of the request letter which is held in the child's personal file.
- (i) Photocopies will be made of all the records contained in the file.
- (j) The Principal/ Nursery Manager and Chairman of the Management Committee will go through those photocopies and remove any information which a third party has refused consent to disclose. The photocopies containing the remaining information are collectively called the 'clean copy'.
- (k) A further copy of the 'clean copy' will be made for the parents making the formal request, who will then be invited to meet the Principal/ Nursery Manager or another representative of the Management Committee to discuss its contents. The Principal/Nursery Manager and members of the Management Committee will always review the records held in a child's personal file before discussing the contents of the 'clean copy; with the child's parents.

All the undertakings given are subject to the paramount commitment of our nursery school to the safety and well-being of all our pupils.

Signed by (Chairman)

Dated

Review date