



Bo Peeps Preschool Ltd, Mycenae House
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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'.

At Bopeeps, 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 Pre- School. 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; BoPeeps 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 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, 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. Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.

- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- We keep all records securely.

Client access to records procedures

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Parents requesting to see information may need to wait until such times as it is practicable to perform the request by the Manager.

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 child protection.

Accepted on behalf of BoPeeps Preschool by; Kathryn Algar.

Policy Implemented Date: September 2017

Policy Review Date: September 2019