

Confidentiality

4.1 Confidentiality

It is our aim to respect the privacy of children and their parents and carers, while ensuring that they are able to access high quality Pre-School care and education.

Our work in the Pre-School brings us into contact with confidential information. To ensure that all those using and working in the Pre-School can do so with confidence, we will respect confidentiality in the following ways:

- Parents have access to the files and records of their own children but do not have access to information about any other child.
- Information given by parents to the Pre-School staff will be treated with respect and sensitivity. Staff will not discuss this information with other members of staff, except where it affects planning for the child's needs.
- Any concerns/evidence relating to a child's personal safety will be kept in a secure, confidential file and we be 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 in case of emergency.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- When observing in the pre-school, students or 'parent helpers' are advised of our confidentiality policy and required to respect it.
- Parents' permission will be sought before photographs are taken of children, either as individuals or in groups. Permission is normally given in the registration form. Images may be stored digitally by a member of the committee, and will be deleted when a child leaves the pre-school.

4.2 Records

Records are kept to ensure the smooth running of the Pre-School and the safety of our children.

Records to be kept in Pre-School:

- Names, addresses, phone numbers of staff, committee and regular helpers.
- Permission to administer emergency first aid to children.
- Record of medication administered to any child including date and time of admission and person administering*, also a record of parental consent.
- Staff and Pupil Accident Book including any first aid treatment given
- Registration forms for every child in Pre-School, these detail the name, address and date of birth of each child and the name, address and telephone number of a parent.
- Attendance record of children, staff and helpers*

- Complaints Log
- Programmes and planned activities for all sessions.
- Key worker records
- Incident records
- Records of Fire Drills – kept securely in the filing cabinet
- Staff training, qualifications and professional development
- Staff rota and regular helpers for the last three months
- Minutes of all committee meetings since last Ofsted visit
- Copy of current Insurance Policy
- Pre-School Policies & Operational Plan
- Visitors' Book
- Health & Safety Folder – kept securely in the filing cabinet

Records kept off Pre-School premises with appropriate Committee Members

- Fees received
- Current insurance policies & inventory of equipment for insurance purposes
- Payroll & Inland Revenue Information
- Bank Books & Statements
- Accounts
- Personnel Files
- Fire equipment maintenance

All records maintained on both children and staff must be kept confidential.

* (to be kept for a period of two years from the last date of entry)