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 staff member, 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. All appropriate record keeping permissions will be sought and any information stored and handled in line with current data protection legislation.

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)