

Elizabeth Saunders 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 they access high quality early years care and education in our setting.

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

We keep two kinds of records on children attending our setting

1. Development Records (Nursery Children and EYFS Stage children at school)
 - These include observations of the children in the setting, samples of their work, progress reports and development plans.
 - They are usually kept in the child's learning Journal within their room, and are contributed to, by staff, the child and the child's parents, more recently we have introduced IConnect and we can now add observations, photographs etc through the Ipad and send to parents who are also able to add and comment.
2. Personal Records (All children)
 - These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies and development concerns or child protection concerns
 - These confidential records are stored in a lockable filing cabinet.
 - Staff understand the necessity to keep information about children and families confidential

Information relating to staff employment

- Information relating to staff employment, paid or unpaid, will remain confidential to the people directly involved with making personal decisions.

Post: It is the sole responsibility of the manager to open the post; during the manager's absence the responsibility is then past to the deputy manager. If the mail is marked in anyway private, then the person it is addressed to must only open it.

Management must only open CRB disclosures from Capita Education and the contents are to remain confidential.

Revised December 2023