

Banwell Buddies Confidentiality Policy

Policy Statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the General Data Protection Regulation 2018, and the Human Rights Act 1998.

This policy and procedure is taken in conjunction with the Information Sharing Policy.

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. 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.

Procedures

To ensure that all those using and working in Banwell Buddies can do so with confidence, we respect confidentiality in the following ways.

We keep two kinds of records on children attending our setting.

Developmental Records

- These include observations of children in the setting, examples of their work and summary developmental reports and profiles.
- In order to do this we use Tapestry accounts online.
- For parents that don't have access to computer equipment, paper developmental records are kept in the office.
- All children have a learning diary file kept in the office. Additional information and/or records can be added to any child's file by staff, parents/carers and the child.

Personal Records

- 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, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents have access to their child's records in accordance to the access to personal records procedure.
- Staff will only discuss personal information given by parents with other key members of staff where relevant or where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person. Any discussions are kept within the confines of the building.

- We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years. These are kept in a secure place.
- Students have no access to children's personal files.

Other Records

- We keep a daily record of the children's names we are caring for, their hours of attendance and the names of their key person and back up/s.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.
- At times the management committee/staff team may need to discuss issues arising from the running/management of Banwell Buddies with the PSLA, North Somerset Early Years Team or OFSTED. This is part of the support role provided by these agencies. All of these agencies and their staff are bound by their own agencies confidentiality.

Access to Personal Records Procedure

- Parents have access to the files and records of their own children but do not have access to information about any other child. Any request made by a parent or person with parental responsibility must be made in writing to the leader or Chair of the management committee.
- We are committed to providing access to records within 14 days of the written request.
- If third parties are involved they are written to, stating that a request for disclosure has been received and asking their permission to disclose to the person requesting it. A copy of these letters is retained in the file.
- Third parties can include family members who may be referred to in the file or outside agencies such as social services and the local health authority.
- Once consent has been given or refused the file is made ready for viewing, this includes removing any documents containing information that has not been consented to disclose. This is carried out by the leader or Chair prior to the person requesting to view the file. The leader or Chair is required to be present when the viewing of records takes place.

Electronic messaging and Networking

- No staff member or student is allowed to discuss children, parents or anything to do with the pre-school on any social networking site. The exception to this is when posting on our own page according to the Social Media Strategy.
- Emails containing information about parents and children should be kept brief and using initials only. Emails should only be sent using the @banwellbuddies.com email addresses. The emails from these email accounts should not be downloaded onto devices at home.
- Personal information about children must not be looked at by students on placement, unless specific consent has been given by a parent.
- Care should be taken when speaking on the telephone that no information is given on a child unless speaking to parents, emergency contacts or professionals from other agencies such as Social Care. If in doubt, verify or seek advice and ring back.
- Any breach of confidentiality will be taken as a serious offence.
- Any breach in the confidentiality policy if proven could lead to dismissal.
- All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy on Safeguarding.

Legal framework:

- General Data Protection Regulation 2018
- Human Rights Act 1998

Further guidance:

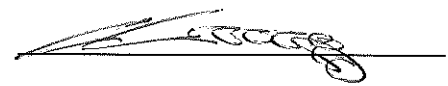
- Information sharing: Guidance for Practitioners and Managers

This policy was adopted at a meeting of staff at Banwell Buddies

Held on 19 September 2018

Signed on behalf of the Management Committee

Role of signatory



Chair of management
Committee