

Confidentiality and Record Keeping Policy



Burton Pre-School Playgroup intends to fully respect the privacy of children and families, while ensuring that they access high quality nursery care and education.

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.

Documentation and information is kept up to date in line with legislation and guidance. A member of the senior management team is responsible for ensuring this at all times.

All staff are aware that any information they record is done with equality of opportunities in mind and they also know that this documentation may be used as evidence should a legal case arise.

To ensure that all those using – and working in – the playgroup can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it effects planning for the child's needs.
- Staff induction includes the awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are 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.
- Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students attending the nursery on placement are advised of our confidentiality policy and are required to respect it.