



Hillside Pre-School

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS
www.hillsidepreschool.co.uk

Confidentiality and Access to Records

Policy Statement

In our setting, staff and managers can be said to have a 'confidential relationship' with families. 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. We have procedures and record keeping systems in place and the means of storing and sharing the information kept is within the framework of the Data Protection Act and the Human Rights Act.

Procedures

We at Hillside Pre-School are committed to the safety and well-being of each child. We believe confidentiality is an important part of this and will respect confidentiality in the following ways:

- Parents will have access only to the files of their own children
- Staff will not discuss individual children - other than for the purpose of planning - with other parents/carers
- Personal information about children will be kept securely in a lockable cabinet whilst remaining accessible if necessary
- Any concerns/evidence relating to a child's personal safety will be kept secure and confidential and will be shared only with those who need to know
- Information given by parents/carers to the Pre-School leader will not be passed on to other adults without permission



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- We will inform parents when we need to record confidential information beyond the general personal information we keep - for example with regard to any injuries or concerns in relation to a child
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- Students, volunteers and parents helping in the Pre-School will be advised of this policy and will be required to respect it

Client Access to Records Procedures

Parents may request access to any confidential records held on their child and family by following the procedure below:

- Any request to see a child's file by a parent or person with parental responsibility must be made in writing to the Setting Leader
- The Setting Leader will inform the chairperson of the management committee and will send a written acknowledgement
- The Setting Leader will commit to providing access within 14 days, although this may be extended
- The Setting Leader and chairperson of the management committee will prepare the file for viewing
- All third parties are written to stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file
- 'Third parties' include all family members who may be referred to in the records
- It also includes workers from any other agency, including Social Services, the Health Authority etc. It is usual for agencies to refuse consent to disclose preferring the individual to go directly to them

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

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- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter
- A photocopy of the complete file is taken
- The setting leader and chairperson of the management committee go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the setting leader, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.

Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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