

Management of records policy

It is our intention to respect the privacy of the children and their parents/carers, while ensuring that they access high quality childcare and education in our setting. 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.

Developmental records

* These include observations of children in the setting, samples of their work, developmental reports and records of achievement. These are usually kept in the play rooms and can be accessed, and contributed to, by staff, the child and the child’s parents/carers.
* Parents/carers have access to their own child’s developmental records at any time

Personal records

* These include registration and admission forms, signed consents and correspondence concerning the child or family, 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 records are stored in a lockable file and are kept secure by the manager in the office. Some records are kept on the office computer.
* Parents have access to records of their own child
* Staff will not discuss personal information given by parents with other members of staff, except where if affects planning for the child’s needs. Staff induction includes an awareness of the importance of confidentiality. There is also a confidentiality policy.
* We hold information on our Instant Nursery Manager system and our Blossom app. These are protected by passwords and only accessible to staff.

Information sharing

There are times when we are required to share information about a child or their family. These are when –

* There are concerns a child is or may be suffering significant harm
* The ‘reasonable cause to believe’ a child is or may be suffering significant harm is not clear
* There are concerns about serious harm to adults (such as domestic violence or other matters affecting the welfare of parents)
* Where we have concerns as above, we would normally gain consent from families to share. This does not have to be in writing, but we record in the child’s file that we have gained verbal consent as a result of discussing a concern that we feel the need to refer
* We do not seek consent from parents to share information where we believe that a child may be endangered by seeking to gain consent. For example, where we have cause to believe a parent may try to cover up abuse or threaten a child
* Where we take a decision to share information without consent it is recorded in a child’s file and the reason clearly stated
* Where evidence to support our concerns are not clear we may seek advice from our local social services
* We only share relevant information that is accurate, factual, non-judgemental and up to date

Other records

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
* All staff, students and volunteers are asked to read and conform to the confidentiality policy.

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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