



LONGRIDGE TOWERS SCHOOL

JUNIOR DEPARTMENT

Safeguarding Children: Confidentiality and client access to records

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Policy statement

Definition: '*Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.*' (Information Sharing: Practitioners' Guide)

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 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. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each	3.4 The wider	

	other 2.2 Parents as partners	context	
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Confidentiality procedures

- We always check whether parents regard the information they share with us to be regarded as confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- We inform parents when we need to record confidential information beyond the general personal information we keep (for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child).
- We keep all paper records securely (in locked filing cabinet in the Head of Junior Department's office).
- All records stored electronically are password protected.

Parent access to records procedures

Parents may request access to any confidential records held on their child in accordance with the Data Protection Act 1998.

Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Headmaster.

All the undertakings 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 child protection.

Legal framework

Data Protection Act 1998

Human Rights Act 1998

Freedom of Information Act 2000

Further guidance

Information Sharing: Practitioners' Guide (HMG 2006)

EYFS Confidentiality Policy

<http://www.creatingexcellence.org.uk/mod-Downloads-index-req-viewdownloaddetails-lid-128.html> (Accessed: 31.1.11)

S J Phillips
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