

EYFS DEPARTMENT

Safeguarding Children: Confidentiality and Client Access to Records Policy

This Policy applies to the Junior Department including the Early Years and is published to staff and parents.

Authors: S Maddock (Head of Junior Department) and S Bullen (Junior Deputy Head)

This review: July 2025

Next review date: July 2026

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

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 General Data Protection Regulations 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 other 2.2 Parents as partners	3.4 The wider context	

Confidentiality procedures

- We always check whether parents regard any sensitive information they have shared with us to be regarded as confidential or not.
- The setting cannot be held responsible if parents share information about themselves with other parents.
- 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).

- All records stored electronically are password protected.
- Only encrypted memory sticks are used and any personal data (paper records) are kept securely in locked drawers or a filing cabinet.

Parent access to records procedures

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

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 the whole school Child Protection policy.

Further information is available in the L.T.S. Privacy Notice which can be accessed via the school's website: www.lts.org.uk/information/school-policies