



## **Confidentiality Policy – Record Keeping**

It is our intention at WildTime PlayGroup 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.

We keep two kinds of records on children attending our setting:

### 1. Developmental Progress records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement recorded in each child's online learning journal.
- They are kept on a secure website via Tapestry software, and can be contributed to, by staff, the child and the child's parents.
- Parents have free access on a daily basis to see their child's developmental records using a secure online password which they have created.

### 2. Personal records

- These include personal information sheets, signed consent forms, and any correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, any 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 confidential records are stored in a lockable file and kept secure by the WildTime Team Leader (Dominic Miles). Parents have access to the 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 affects planning for the child's needs or the child's direct welfare. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Personal records are kept for a suitable period of time and then destroyed.