



## CONFIDENTIALITY POLICY

### Statement of Intent

It is our intention to respect the privacy of children and their parents / carers, while ensuring they access high quality Early Years care and education at Jigsaw Pre-School.

### Aim

Jigsaw Pre-School aims to ensure that all parents / carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Method

To ensure that all those using and working in Jigsaw can do so with confidence that their privacy is preserved, the Pre-School respects confidentiality in the following ways.

#### 1. Children's records

We keep two kinds of records on children attending Jigsaw:

##### a. Developmental records

These form part of the child's profile developed in accordance with the requirements of the Early Years Curriculum.

They include:

- observations of children in the Pre-School
- samples of their work
- summary developmental reports
- records of achievement

They are usually kept in Jigsaw where they can be accessed, and contributed to, by staff, the child and the child's parents / carers.

## **b. Personal records**

These may include:

- registration and admission forms
- signed consents
- correspondence concerning the child or family
- reports or minutes from meetings concerning the child from other agencies
- an ongoing record of relevant contact with parents
- 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 locked filing cupboard in the Jigsaw Manager's office. The office is locked when not in use.

Parents / carers have access, in accordance with the Confidentiality Policy, 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.

Staff induction includes an awareness of the importance of confidentiality in the role of the Key Worker.

## **2. Personnel and staff records**

Staff files may include:

- CVs and job application forms
- CRB clearance information
- personal development reviews
- individual salary reviews or bonuses
- performance management documentation

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students undertaking placements / training within Jigsaw are advised of our Confidentiality Policy and required to respect it.

### **Confidentiality Procedure**

Parents / carers may request access to any records held on their child and family following the procedure below.

1. Any request to see the child's personal file by a parent / person with parental responsibility must be made in writing to the Jigsaw Manager.
2. The Jigsaw Manager sends a written acknowledgement.
3. Jigsaw commits to providing access within 14 days wherever possible.
4. The Jigsaw Manager prepares the file for viewing.
5. 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. A copy of these letters are retained on the file.
6. 'Third parties' include all family members who may be referred to in the records.
7. 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.
8. When all the consents / refusals to disclose have been received these are attached to the copy of the request letter.
9. A photocopy of the complete file is taken.
10. The Jigsaw Manager goes through the file and removes 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.
11. What remains is the information recorded by Jigsaw, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
12. The 'clean copy' is photocopied for the parents / carers who are then invited in to discuss the contents. The file should never be given straight

over, but should be gone through by the Jigsaw Manager, so that it can be explained.

13. Legal advice may be sought before sharing a file, especially where the parent / carer has possible grounds for litigation against Jigsaw or another (third party) agency.

All the undertakings above are subject to the paramount commitment of Jigsaw, which is to the safety and well-being of the child. Please see also our Safeguarding Policy.

**Jigsaw Management Group April 2011**

<b>Jigsaw Manager</b>	
<b>JMG</b>	
<b>Date</b>	<b>21/4/11</b>
<b>Date of review</b>	<b>April 2012</b>