



## Management of records policy

### Aim

- It is our intention to respect the privacy of children and their parents and carers while 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.

### Procedure:

- We meet the requirements of the Human Rights Act 1998 with regard to protecting the individual's rights to a private and family life, home and correspondence.
- Our only justification to interfering with this right is where we believe that a child may be at risk of significant harm, or to prevent a crime.
- We meet the requirements of GDPR legislation 2018 with regard to the information we gather from or about families, how we gather it, store it and use it.
- We have regard to the Common Law Duty of Confidentiality and only share information with other professionals or agencies on a 'need to know' basis, with consent from parents, or without their consent in specified circumstances to do with safeguarding children.

### Observation records:

- We do not keep observation records of the children as such. We do however discuss the children at staff meetings with regard to their enjoyment, play needs, developmental needs and any behaviour issues which may arise.

### 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 confidential records are stored in a lockable file and are kept secure by the person in charge in the office and some records are kept on the office computer, of which parents are informed.
- Parents have access, in accordance with the access to records procedure, 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 person.

## 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).
- We explain to families about our duty to share information for the above reasons.
- We only share relevant information that is accurate, factual, non-judgemental and up to date.

## Consent

Venture Kids will seek consent for the following:

- Use of photographs & video footage on social media, Venture Kids advertising, notice boards and media advertising.
- Consent to assist your child if needed with intimate care needs.
- Medication.
- Applying of sun cream.

Without written consent staff will not engage in any of the above activities.

## 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.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

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