*CONFIDENTIALITY AND RECORD KEEPING*

At Farington playgroup staff and managers can be said to have a ‘confidential relationship’ with families. It is our intention to respect the privacy of children and their parents/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 or the Data Protection Act and Human Rights act. We aim to respect the wishes of parents/carers and to adapt our curriculum according to a child's needs.

* Parents/carers may request to see written records of their child.
* Any request to see the Childs individual file by a parent or person with parental responsibility must be made in writing to the Manager
* The Manager will make arrangements for the file to available within 14 days.
* Staff will be observant in each individual session and will make observations on their key children
* Formal observations will be completed on ALL children within the group in order to fulfil the requirements of the EYFS
* Records will only be available to staff on a 'need to know' basis.
* Liaison with outside organisations and professionals will only take place where the parent has given consent except issues involving child protection
* Individual profiles will be given to parents when the child leaves the group for them to pass on, if they wish, to the child's next setting.
* Where a child study needs to be completed as part of staff/student training, the student/staff will be obtain written permission from the parent before the study commences.
* Suitably qualified staff will only carry out observations.
* All staff including long-term volunteers and temporary staff will be bound by confidentiality.
* All confidential information is stored in a locked filing cabinet.

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; Farington Playgroup cannot be held responsible if information is shared beyond those parents whom the person has ‘confided’ in.