



CONFIDENTIALITY

In accordance with Standard 5 NMS (2016): Records – Parents and CSSIW have access as appropriate to a full range of records maintained by the registered person for the smooth running of the setting

Happitots and TINYTOTS work with children and families and respect the right of confidentiality.

1. Parents/carers will have ready access to any files and records of their own child. They do not have access to any other child's records.
2. Staff should not discuss individual children, other than for the purpose of curriculum planning or group management, with anyone other than the parent/carer of the child. This includes any discussions via social media. Further details of confidentiality in respect of social media can be found in the 'Use of Social Media Policy'.
3. Information given to staff or to parent/carer should not be passed on to other adults.
4. Issues to do with employment of staff should remain confidential to the people directly involved with making personnel decisions.
5. Students attending the group should be advised on our confidentiality policy and required to accept it.
6. We have a duty to pass on information to relevant professionals if it concerns a child's safety. Agreement to do this will be sought from the parents except in very rare circumstances where the child's welfare may be at risk, when this may happen without prior discussion with the parents.
7. Records will be kept securely for three years after the last date on which a child attended. Accident books will be kept for 21 years.

Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulation 30) and Wales Pre-School Providers Association Policies and Procedures.

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

Review date: November 2024