

## General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

### Safeguarding Children



## 10.9a Confidentiality and children's records.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

### Policy statement

*'Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.'*

*Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*

In our setting, 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 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. There are record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

### Confidentiality procedures

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The provider must take necessary steps to safeguard and promote the welfare of children.

- All confidential details about the children and their families are kept in a locked cupboard that only staff have access to. These documents include registration forms, parental conversations and children's developmental records.
- Learning journals do not contain any surnames and front settling in sheets are removed when Learning journals are taken off the premises – as from March 2015.
- Trackers etc.....are not removed from the premises.
- Learning journals are signed out and in of the setting.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children and Child Protection

### Legal framework

- Data Protection Act (1998)
- Human Rights Act (1998)