



Peter's Patch
Forest School - Day Care - After School Club

Access to Records

Personal Records

We keep certain personal records about the children attending the setting. These include registration and admissions forms, signed consents, and 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, and observations by staff on any confidential matter involving the child such as developmental concerns or child protection matters, incident and accident logs,

Care plans, behaviour plans etc.

These confidential records are stored in a lockable cabinet. 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.

We ask parents/carers to ensure they keep us up to date with changes to information such as address, contact numbers etc.



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

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Manager Natasha Ferson.
- Natasha will prepare the file for viewing. As part of this process 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.
- 'Third parties' include all family members who may be referred to in the records. Workers from any other agency, including Social Care, the Health Authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter



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- A photocopy of the complete file is taken
- Natasha will then go through the file and remove any information which a third party has refused consent to disclose. This will be done with a thick black marker, to score through every reference to the third party and information they have added to the file
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'
- The 'clean copy' is photocopied for the parents/carers who are then invited in to discuss the contents. The file will not be handed directly to the parent/carer without an explanatory meeting taking place.



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Staff Records and Access

We keep records relating to each staff member and students work at Peter's Patch. This information is kept in an individual file in a lockable filing cabinet in the office. Individuals may request to see their record at any time. The access to records policy previously outlined will be used for this purpose.

Other Records

Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.



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Other Records

Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.

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

When students are observing in the setting, they are advised of our confidentiality policy and required to respect it.

Confidentiality is also covered in the employee handbook and confidentiality agreement signed by all staff and volunteers.

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