



My Little Explorers

Confidentiality Policy

Statement of Intent

At My Little Explorers, we respect the privacy of children, parents and carers and are committed to handling all information sensitively, securely and in accordance with legal requirements. We recognise that confidentiality is essential in building trusting relationships with families while ensuring that children receive high-quality care, education and safeguarding.

This policy is written in line with the **Early Years Foundation Stage (EYFS)** requirements, **Ofsted guidance**, and **data protection legislation**, including the UK General Data Protection Regulation (UK GDPR).

Aim

We aim to ensure that all information shared with us by parents, carers and professionals is treated with respect and confidentiality, and is used only to support children's learning, development, welfare and safety.

Records Held by the Setting

We maintain two types of records for children attending the setting:

1. Developmental Progress Records

These records relate to children's learning and development and include:

- Observations of children within the setting
- Samples of children's work
- Photographs and learning stories
- Developmental summaries and progress reports
- Assessments linked to the EYFS and *Development Matters*

Storage and Access:

- Toothill, Romsey:
 - Records are stored securely using the **Nursery in a Box** digital system.
 - Access is password-protected and limited to authorised users.
 - Parents have daily access to their own child's learning journal and may contribute observations from home.
- Farley Mount, Winchester:
 - Developmental records are maintained in **paper learning journals**.
 - Journals are stored in a secure, locked cabinet when not in use.
 - Parents may request access to view their child's learning journal at any time.

Parents do not have access to information relating to any other child.

2. Personal Records

Personal records contain confidential information and may include:

- Personal information and registration forms
- Signed consent forms and permissions
- Medical, dietary or additional needs information
- Records of meetings, correspondence or reports from external agencies
- Notes relating to developmental concerns or safeguarding matters
- Records of significant conversations with parents/carers

Storage and Security:

- Personal records are stored securely in a **locked cabinet or secure digital system**.
- Access is restricted to the Manager, Deputy Manager and authorised senior staff.

- These records are kept in a secure office area and are not accessible to unauthorised persons.

Staff Responsibilities and Confidentiality

- Staff will not discuss personal or confidential information about children or families outside the setting or with unauthorised individuals.
- Information will only be shared with other staff members on a **need-to-know basis**, where it is necessary to support:
 - The child's care or learning
 - Planning for individual needs
 - Safeguarding or welfare concerns
- All staff receive training during induction and ongoing supervision regarding:
 - Confidentiality
 - Information sharing
 - Data protection
 - Their role as a Key Person
- Breaches of confidentiality may be treated as a disciplinary matter.

Retention and Disposal of Records

- Records are retained in line with our **Record Retention Policy** and relevant legal requirements.
- When records are no longer required, they are disposed of securely, for example:
 - Paper records are shredded
 - Digital records are permanently deleted

Access to Personal Records

Parents and carers with **parental responsibility** have the right to request access to records held about their own child, in line with data protection legislation.

Procedure for Access Requests

1. Requests must be made **in writing** to the Setting Manager.
2. The Manager will inform the Operations Manager/Director and acknowledge the request in writing.
3. Access will be provided within **28 days**, unless an extension is justified and communicated.
4. The Manager and Deputy Manager will prepare the file for viewing.
5. Any **third parties** named in the records will be contacted to seek consent for disclosure.
6. Third parties may include:
 - Family members
 - Health professionals
 - Social care professionals
 - Other external agencies
7. It is common for agencies to refuse consent and request that parents contact them directly.
8. All consent responses are recorded and attached to the request documentation.
9. A copy of the file is made.
10. Information relating to third parties who have refused consent is redacted securely.
11. The remaining information (the '**clean copy**') reflects records created by the setting.
12. Parents are invited to view and discuss the file with the Manager; files are **not handed over without explanation**.

Legal advice may be sought where appropriate, particularly where safeguarding or potential litigation is involved.

Safeguarding and Information Sharing

While we respect confidentiality, the **safety and wellbeing of the child is paramount**.

- Information may be shared **without parental consent** where:

- There is a safeguarding concern
- A child is at risk of harm
- Disclosure is required by law

This is in line with our **Safeguarding and Child Protection Policy**, EYFS requirements and statutory guidance.

Other Records

- Staff employment and personnel records remain confidential and are accessible only to those involved in staffing and management decisions.
- My Little Explorers will **never share personal contact details of current or former employees** with parents or third parties.
- Visitors, students and volunteers are informed of this policy and are required to respect confidentiality at all times.

This policy was reviewed on	This policy was reviewed by	Date for review
15/09/2025	Sam Victoria	September 2026