



The Children's Ark, Church Road,  
Pendeen,  
TR19 7SE  
Tel: (01736) 787167  
[office@childrens-ark.org.uk](mailto:office@childrens-ark.org.uk)  
Charity ref: 1147389  
Ofsted: EY457353

## Confidentiality Policy

### Statement of Intent

It is our intention to respect the privacy of children, their parents and carers, while ensuring that they access high quality early years care and education in our setting.

### Aim

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.

### Record Keeping

We keep two kinds of records on children attending our setting:

1. **Developmental records.** These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
2. **Personal records.** These include registration and admission 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 matters involving the child, such as developmental concerns or child protection matters. These confidential records are stored in a lockable cabinet or are kept secure in the office.

### **Parental Access to Records**

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, Employment Issues and Committee**

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.

Staff will not discuss children or Ark matters outside the Ark with the exception of at professional meetings relating to these matters.

Staff will not respond to remarks initiated by parents/ staff outside the Ark, but will refer them instead to the manager. This includes remarks made face to face, online or in writing (Please refer to staff handbook).

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

The management committee will keep confidential any information received, through their designated roles.

Students, new staff and volunteers, when they have their induction, are advised of our confidentiality policy and required to respect it.

### **Sharing Information**

Information given to us by parents/ carers will not be passed on to third parties without obtaining parental permission and copies of all letters to parties involved, except in the event of a child protection concern.

Legal advice may be sought before sharing a file, especially when the parent has possible grounds for litigation against the Children's Ark or another (third party) agency.

All the undertakings above are subject to the paramount commitment of the Children's Ark, which is to the safety and well-being of the child. Please see also our policy on safeguarding children.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....