



**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**

#### **Confidentiality and client access to records**

#### **Policy**

**Definition:** Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.(Information Sharing Practitioners Guide)

At Cherry Blossom Nursery and Preschool it is our intention to respect the privacy of our children and their families. They are able to share information with us which has a direct impact on their child's care and education. We have procedures in place that meet the legal requirements i.e. the storing and sharing of confidential information takes place within the framework of the Data Protection Act and the Human Rights Act. We are GDPR compliant (Regulation (EU), 2016/679(GDPR))

#### **Procedures**

- We check whether the information that parents/carers share with us is regarded as confidential.
- Some parents share information with others as well as the nursery team - our nursery cannot be held responsible for this.
- Information that is shared in group/training meetings usually is agreed as confidential - not to be shared outside of the group.
  - If we needed to record information with other agencies then parents would be informed. This would only happen in circumstances where there was possible injuries noted in respect of child protection or if there were changes to family situation etc
    - All records are kept securely.

#### **Client access to records procedure**

- In order for parents to access confidential records about their child the following procedure applies:
  - Permission to view the child's file by parent or person with same responsibility would need to provide written request to the manager.
  - People that are included in file e.g. other family members or agencies including health authority, social services etc are contacted and asked for their written permission for

parents to view - it is usual for some agencies to refuse consent to disclose, preferring the person(s) to go directly to them.

- Copies of all correspondence is taken.
- When all consents/refusals have been received they are copied with the file. It is important to remove all the information if a third party has refused to disclose. A thick black marker can be used.
- It is the job of the managers to go through the file, to prepare it for viewing. A copy MUST be taken and the copy used.
- This 'clean copy' copy should be discussed and gone through with the manger before being taken away by the parent(s).
- If necessary legal advice can be sought before sharing a file especially if there are matters that could prove difficult for our nursery or other agencies mentioned in the file.
  - We are GDPR compliant.
- This policy works alongside our Data Protection & Confidentiality Policy and Our Privacy Notice which ensures compliance under GDPR regulations.

Date: 01/10/2025

*Karen Elliott*