

Information Sharing and Access to records: Policy and Procedure

At Little Oaks we believe that in most circumstances it is to the benefit of a child if parents, staff and other agencies share as much information as possible. This way all who are involved with a child's well being and development can support each other and provide a consistent and clear approach.

There will be times when it is not in the child's best interests to do so (for example in some Child Protection instances) however the following policy and procedures will be followed unless there is good and sound reason not to:

Children's personal records

- These are stored in a lockable filing cabinet.
- These are available to all members of staff who work with the child involved.
- An individual child's records are available to anyone with parental responsibility upon request (unless to do so would put the child at risk).
- These records include registration forms, authority to collect forms, details of any injuries a child has sustained away from Little Oaks.
- These records are locked away each night.

Children's developmental records

See separate procedure.

Staff Records

- Each member of staff has a staff file.
- The staff file contains details of training attended, appraisals, salary details and terms and conditions of employment.
- These files are usually only available to the setting manager, setting administrator and chair of the committee.
- Staff can have full access to their records upon request.
- These records are locked away each night.

Sharing information with other settings

Where children attend more than one setting then we consider it good practice to share developmental information where possible.

- Written permission is sought from all relevant parents to allow the sharing of developmental information.
- If permission is forthcoming then information is shared. If permission is not forthcoming then information is not shared.
- Information sharing is limited to information that is recorded in a child's developmental folder.

Sharing Information with other agencies

Where it is deemed to be of benefit to share information with other agencies. For example speech therapists or Sencos then the following will apply:

- A child's key person will explain to the parents or carers the benefits of sharing information.
- Written permission will be sought to share information.
- Parents will be kept fully informed of what and with whom information had been shared.

In all instances the welfare of the child takes priority and our child protection and safeguarding policy takes priority above all others.

See also:

Record keeping procedure
Health and Safety Policy
Child Protection Policy
Health and Safety Policy

This policy was adopted by the committee of Little Oaks on.....

Signed on behalf of the committee.....

Role of Signatory.....

Reviewed and amended March 2014, reviewed Nov 14, Updated Jan 2015