



Confidentiality Policy

At the nursery we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the nursery to hold relevant information for each child and their families, which remains confidential at all times.

CONFIDENTIAL ISSUES MAY INCLUDE:

- Child details - Including developmental needs and behaviour.
- Parent details - Including their domestic circumstances.
- Nursery working practices and policies.
- Nursery financial dealings.
- Staff details

PROCEDURES

To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in in line with the Data Protection and the new GDPR 2018 registration in the following ways:

- Parents will have ready access to the files and records on their own children, but will not have access to information about any other child
- Staff will not discuss individual children other than for the purpose of curriculum planning/group management, with people other than the parent/carers of that child
- Information given by parents/carers to the Nursery Managers or Key Workers will not be passed on to other adults without permission
- It is a serious disciplinary offence for any member of staff to remove photographs, personal information or data or any other confidential information from the nursery, without prior permission from the nursery manager and other stakeholders, as relevant
- It is a disciplinary offence for any member of staff to disclose any confidential information or to make personal comments or remarks about colleagues or other stakeholders at the nursery, whilst using any internet social networking sites.
- Issues relating to the employment of staff, will remain confidential to the nursery managers or to those directly involved with making personnel decisions

- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file accessible only to the nursery managers and the child's key worker; other staff will only be informed of any information felt to be relevant to ensuring the safety and well being of the child.
- Ensuring that staff, student and volunteer inductions include an awareness of the importance of confidentiality.
- Students on recognised courses observing in the nursery will be fully vetted and references will be sought before joining the nursery. They will be asked to seek permission from parents before undertaking any observations on individual children
- Students on recognised courses observing in Nursery will be advised of our confidentiality policy and required to respect it
- Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If however, a child is considered at risk, the nursery's safeguarding children policy will override confidentiality.
- All the undertakings above are subject to the paramount commitment of the Nursery which is to the safety and well-being of each child.

