

Confidentiality Policy

➤ **EYFS: 3.68, 3.69**

The Nursery endeavours to maintain the confidentiality of all children, families and employees that it comes into contact with, whilst adhering to the principles of the Data Protection Act 1998. This is achieved through the principle that access to any personal and/or private information is strictly limited to those persons with authorised access and defined under a “need to know” criteria. This information is used for registers, invoices and emergency contacts. In addition, all confidential records will be stored in a locked cabinet (located in the Manager’s office), as line with as required by law.

Further, confidential and/or private information is dealt with as follows:

Children, Parents, Guardians & Families

- Parents have ready access to their child’s file (upon request) but will not have access to any other child’s file. Parents will have access to all documents, except those of a safeguarding matter or those involving other parties.
- Employees are to refrain from entering discussions about individual children with persons that are not directly involved in the care of that child. Under normal circumstances this will be limited to the parents/guardians, key person, relevant Senior staff and any other care professional directly involved with that child.
- If advice, information or guidance is sought from a professional body or individual with regard to a specific child, the parents are to be involved in the consultation process unless the process of parental involvement would place the child in danger.
- Parental permission needs to be obtained for any information to be used other than for those stated in the admission forms and contract.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding policy will override confidentiality
- All retained records are retained in accordance with the Data Protection Act.

Employees

Employment records, whether paid or unpaid will remain confidential and accessible only as follows:

- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the Nursery are advised of our confidentiality policy and required to respect it.
- The records of employees holding a position or status below that of Team Leader will be accessible to all employees holding a position of Team Leader or above, authorised by the Manager.
- The records of employees holding a position or status of or above that of Team Leader will be accessible only to members of the Senior Management Team.
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
- Every employee has access to their own file.
- All records are retained in accordance with the Data Protection.

Information Storage

All confidential information regarding employees and children is to be stored:

- Electronically – password protected.
- On Paper or in Photographic Form – sensitive data is stored in a lockable filling cabinet located in the Manager’s office. Children’s developmental records are located in the play rooms under staff’s supervision.

<i>Internal Use Only</i>			
Policy adopted on:		Date disseminated to staff:	Date for Review:
Approved on behalf of the Nursery	Name:	Position:	Sign: