



CONFIDENTIALITY POLICY

At our nursery we respect the privacy of children and their Parents and strive to work in partnership with parents to promote the welfare and education of children.

The Nursery has regard to the Data Protection Act 1998.

Aim:

- To ensure that all Parents/Carers can share their information in the confidence that it will only be used to enhance the welfare of their children.
- To ensure that Parental sensitivity to privileged information is respected, and not cause distress or embarrassment to family and children.
- To build up relationship of trust between keyworkers and pupils where children and parents will feel comfortable to raise personal and private matters, in the knowledge that these will be dealt with sensitively and in confidence.

To meet the needs of all the children in our care it is important to share information with parents and with one another to support the child's development. It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals. If this action is taken, the parent's permission will first be sought.

Any information and knowledge will be on a 'need to know' basis and will be kept confidential. The nursery will only breach confidentiality concerning a child and their family if the matter becomes a child protection issue.

The children's profiles are kept on site so that they can be accessed by the parents at any time. Personal computers and cameras are not used to record children's information.

Personal records and information are retained by the nursery in compliance with the Data Protection Act and for the period required for insurance purposes.

Responsibility:

Head/SMT/Supervisor –

- To ensure that everyone working in the nursery is aware of their legal and professional responsibilities towards the needs of the pupils.
- To ensure that only required information is passed to authorised people both internally and externally.

Procedure:

- Any information given by parents must be kept confidential.
- Pupils' personal records –

- These include registration/admission forms, signed consents, correspondence concerning the child, an ongoing record of contact with parents, observations by staff on any confidential matter involving developmental or child protection concerns.
- Staff will not discuss personal information with other members of staff, except where it affects planning for the child's needs.

- Developmental records –
 - These include observations and assessments of children in the setting, samples of their work, IEP's, summary reports, and records of achievement.

- Parents have the right of access to the files and records of their own children but will not have access to information about any other child.
- All information relating to child protection shall be treated as strictly confidential and will be shared with others on a 'need to know' basis. Records will be retained until the child has turned 21.
- All information regarding complaints or discipline shall be kept confidential.
- Personal information about children, families and staff will be stored in a lockable file whilst remaining as accessible as possible.
- All staff shall be advised of our confidentiality policy and conditions and will be required to respect it.

- Staff personal records
 - Personal record forms and issues to do with the employment of staff, whether paid or unpaid, will remain confidential to people directly involved with making personnel decisions.