

**ABC NURSERY POLICIES AND PROCEDURES****POLICY 9: Confidentiality**

The nursery's work with children and their families will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information issued for registers, invoices and emergency contacts. However all records will be stored in a locked cabinet in line with Data Protection registration.

To ensure that all those using the ABC Nursery can do so with confidence, we will respect confidentiality in the following ways:

- 9.1 Parents will have ready access to the files and records of their own children but will not have access to information about any other children.
- 9.2 Staff will not discuss individual children other than the purposes of curriculum planning and group management, with people other than the parents/ carers of that child in nursery. Staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Ensuring all staff are aware that this information is confidential and only for use within the nursery setting.
- 9.3 Sensitive information given by parents/ carers to the staff will not be passed on to other adults without permission and confidential records will be stored in a locked filing cabinet. If information is requested for whatever reason by other agencies where a multi-disciplinary is sharing care around the child, the parent's permission will always be sought.
- 9.4 Issues to do with employment of staff will remain confidential to the people directly involved with making personnel decisions.
- 9.5 Any anxieties/ evidence relating to a child's personal safety will be kept in a confidential file and will be shared in the nursery with the child's key carer and the management team. It will only be shared with other staff when appropriate. Only those staff on a 'need to know' will be informed. It is the responsibility of the staff concerned to keep this information confidential.
- 9.6 Students, pupils and trainees attending the nursery will be advised of our confidentiality policy and will be required to follow the guidelines laid down. The Nursery Manager will ensure that all staff, volunteers and students are aware that the information held on children and families and the is confidential and only for use within the nursery
- 9.7 Information completed on a regular basis with regard to completing accident forms and medical procedures/ medication will not be made available to other parents/ primary carers.
- 9.8 All information held on the computer or on file will be treated with strict guidelines and be subject to the regulations governed by the Data Protection Act.

- 9.9 Confidentiality relating to internet and sharing information on line is dealt with in the nurseries 'Internet Policy'. Ensuring staff, students and volunteers are aware of and follow our social networking (Internet) policy in relation to confidentiality
- 9.10 Where there is an issue of safeguarding children and with reference to the Safeguarding Children Policy and the Management Procedures for referral: if it is deemed that the child is in danger of harm then the Social Care Team will be contacted and parents may not be informed. Such incidences may refer to where staff are concerned that there may be sexual abuse or physical abuse occurring. In this case information may be shared without the parent's prior consent.
- 9.11 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 children's policy will override confidentiality.
- 9.12 Staff that are not adhering to this policy will be cautioned and if there is a serious case of a breach of the policy regarding information concerning children/ parents/ staff and volunteers then they may result in disciplinary action and in serious cases, dismissal.
- 9.13 Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- 9.14 Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person.
- 9.15 Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- 9.16 All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.