



## Walmer Bridge Day Nursery

### **Confidentiality**

At Walmer Bridge Day Nursery and Out of School Club we recognise that we hold sensitive/ confidential information about the children and their families and also the staff that we employ. The information we store is used to meet children's needs, for registers, invoices, emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. The expectations of the staff are explained in each person's job description in regards to confidentiality.

#### **Legal requirements**

- We follow the legal requirements set out in the statutory Framework for the Early Years Foundation Stage (EYFS) March 2014 and accompanying regulations about the information we must hold about registered children and their families and the staff working within nursery.
- We follow the requirements of the Data protection Act (DPA) 1998 and the freedom of information Act 2000 with regard to the storage of data and access to it.

#### **Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and the information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussed in the local area or gossiped about around the village. If staff breaches any confidentiality provisions, this may result in disciplinary action and in serious cases, dismissal. Students on placement in the nursery are advised of the confidentiality policy and are expected to respect it.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission.
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest.

- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parents permission will always be sought other than the circumstances above.
- Ensuring 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 staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- 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/child protection policy with override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and wellbeing of the child.

#### Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet.
- Individual staff may request to see their own personal file at any time.

This policy was adopted on	Signed on behalf of the nursery	Date for review
May 2018		April 2019