

## **Confidentiality policy**

### **Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education. It is also our intention to ensure the privacy and confidentiality all of employees, students and volunteers and ensure we abide by current legislation regarding confidentiality, information sharing and record keeping. The setting's policy on Information Sharing and Record Keeping is inter-linked with this policy.

### **Aim**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### **Methods**

To ensure that all those using - and working in - the nursery can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information/files about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the welfare or planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- 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.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance or undertaking other recognised qualifications and training from other training providers or colleges, when they are observing in the nursery, are advised of our confidentiality policy and must sign a confidentiality agreement in their staff application form.
- Every effort is made to keep confidentiality a priority when parents are asked to sign Accident/Incident books by staff using an A4 piece of laminated card to cover up another child's information.
- Care is taken to keep children's personal information such as information on allergies/sensitivities confidential but accessible to staff.
- No member of staff/student/volunteer is permitted to discuss any matters in relation to the nursery including any matters to do with the nurseries, children and work colleagues/staff on any public web site or social networking site or forum including sites such as Facebook or Twitter. Any action of this kind could result in gross industrial misconduct and may lead to disciplinary action which could include dismissal. This

policy is also inter-linked to the Social Networking Policy which is also included in each new employees starter pack.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Please see also our policy on Child Protection — Keeping Children Safe.

**This policy was adopted at a meeting between John Chilton and Caroline Paternotte-Chilton held on: September 30th 2017**  
**To be reviewed in the next 12 months.**

