

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 nursery care and education.

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 about any other child.
- ★ Staff will not discuss personal information given by parents with other members of staff, except where it affects 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 work experience or other recognised qualifications and training, are advised of our Confidentiality Policy and required to respect it when they are observing in the nursery.
- ★ If an estranged parent calls the nursery for information about their child, the Nursery Manager will consult with the registering parent and arrange a time, date and place for a meeting before any information is passed on. Parental responsibility will be checked on the child's file. If the registering parent does not want to attend any arranged meeting, then it will be the Nursery Manager's responsibility to check the estranged parent's identification on arrival.

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 policies on 'Child Protection', 'Social Media' and 'Tapestry and Learning Journal'.

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007

Amended on: 6 January 2020

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise