

Confidentiality

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

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

- 1 storing confidential records in a locked filing cabinet
- 2 ensuring that all staff are aware that this information is confidential and only for use within the nursery
- 3 ensuring that parents have access to files and records of their own children but not to those of any other child
- 4 gaining parental permission for any information to be used other than for the above reasons
- 5 the staff, through their close relationship with both the children and their parents, may learn more about the families using the nursery. 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 parent's permission will always be sought. Staff do 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. Students on placement in the nursery are advised of our confidentiality policy and required to respect it

- 6 issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions

- 7 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 child protection policy will override confidentiality.

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