



Confidentiality Policy

Policy

This policy has been developed using guidance from Surrey Early Years and Childcare Services.

All information in relation to the children in our care and their families will be kept in the strictest confidence, unless it raises concerns for the safety and wellbeing of a child, in accordance with data protection. We will only share information if it is in a child's best interests to do so e.g. in a medical emergency we will share medical information with a healthcare professional. Permission is gained on entry to The Howard Nursery School from parents to share information in an emergency. Information is kept in a secure file in the locked filing cabinet, which is only accessible by authorised staff.

The Howard Nursery School is aware of our responsibilities under the Data Protection Act 1998 and where relevant the Freedom of Information Act 2000. This is provided that no relevant exemption applies to their disclosure under the Data Protection Act 1998 for example safeguarding a child.

Information given by Parents/Carers of a personal nature will be noted and passed on a need to know basis. Senior staff will be kept informed of parents/carers concerns or changes of circumstances; however other staff will only be given information which is relevant to their work with the child. All parents/carers are able to access records about their child at any time; this is provided that no relevant exemption applies to their disclosure under the Data Protection Act 1998 for example safeguarding a child. To ensure children are cared for appropriately, any health issues e.g. Anaphylaxis are shared with the all staff, agency staff, volunteers and students. The sharing of this information is clearly explained to parents/carers on joining the setting.

Staff are made aware of the need for confidentiality and will only discuss with parents/carers matters that concern their child. Any comments/comparisons by parents/carers regarding other children must be ignored and staff are to remind them that they are not at liberty to discuss other people's children. A room will be available in the Nursery School for use if Parents/Carers need to discuss concerns, in confidence, with a staff member. A written record of the discussion will be made and all parties involved will sign to say it is a true and accurate record of the conversation. Staff are made aware that if they need to discuss information regarding a child, parent or staff member during a session with the Manager then this must be done in an appropriate place away from the group or if appropriate at the end of a session. Staff members are made aware that discussing confidential or developmental information in front of the child or other parents is unacceptable. If a member of staff discloses information to others in an inappropriate way then disciplinary action will be taken.

The Nursery School will gain written consent for any use of photographic or video evidence. On initial registration with the Nursery School, written permission will be collected with the All About Me Form.

All records held by The Howard Nursery School regarding children, staff members, volunteers, agency staff, students and visiting practitioners are stored in the Office. These records can be accessed when required by those who have a right or professional need e.g. an Ofsted inspector. Examples of the records held on the premises are as follows:

- Children's details and parent contact numbers
- Children's Learning Journey's
- Children's Individual Support Plans (ISP's).
- Staff details, identity documents and contact numbers



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- Staff Disclosure and Barring Check numbers
- Staff Certificates
- Practitioner Induction and Continuous Professional Development Forms

All records are kept for the statutory retention period.

During staff inductions it is made clear that it is our responsibility to protect the privacy of children and their families. On joining the setting all staff members, volunteers, students and agency staff are asked to read and sign the Confidentiality Policy. They agree that any information discussed or learnt about a child must be kept confidential, unless in the case of safeguarding or in the event that the setting does not meet the requirements of the Safeguarding and Welfare Requirements for the Early Years Foundation Stage 2017.

Also during induction staff, students, agency staff and volunteers are informed that under **no circumstances** they are to befriend parents/carers/children/siblings of children that attend the setting and if they write confidential information on social networking sites about anything relating to The Howard Nursery School/The Howard Partnership Trust, this will be seen as a deliberate breach of confidence by them and will result in Disciplinary action.

The Howard Nursery School respects the cultures of all families and will not place personal judgments upon them.

All accidents and incidents are recorded on an Incident form. These are also all kept within locked files in the Nursery School office. Accidents at home and existing injuries will always be recorded and signed by parents on arrival at the setting. A central electronic incident log is kept.

The Howard Nursery will NOT store any photos on the computer for any longer than two months. All photos taken will be put onto the computer for printing reasons and only kept for a maximum of 2 months for Learning journey evidence and internal displays. Photo permission is gained from parents on entry to The Nursery School. Parents/carers will be advised in advance of any photos used for marketing purposes.

Useful Resources and Websites

- Data Protection Act 1998
- Freedom of Information Act 2000
- Information Commissioner