



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 pre-school 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 for the benefit of their children and under General Data Protection Regulations.

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 and the child's health and well-being.
- 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.
- In some circumstances, help and advice from outside professionals and recognised agencies may require the sharing of specific data, according to GDPR.
- Personal information about children and families is kept securely in a lockable file whilst remaining as accessible as possible.
- Students, work placements and other professionals are advised of our confidentiality policy and required to respect it.
- A Consent Register is compiled at the start of each new school year.



Reviewed: November 2019