



*Where learning is creative
And children naturally flourish*

Confidentiality Policy

PRINCIPLES

At Little Staggies we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the nursery to hold relevant information for each child and their families, which remains confidential at all times. This information is used for registers, invoices and emergency contacts. All records will be stored in a locked cabinet in line with the Data Protection registration.

CONFIDENTIAL ISSUES MAY INCLUDE:

- Child details - Including developmental needs and behaviour.
- Parent details - Including their domestic circumstances.
- Nursery working practices and policies.
- Nursery financial dealings.
- Staff details

PROCEDURE

It is our intention at the nursery to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a filing cabinet and door locked when a member of staff is not present.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery.
- Ensuring that parents have access to files and records of their own children, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the nursery.
 - Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the nursery.
 - Ensuring that staff are aware that information held for each child is confidential, and only to be used within the nursery setting. If any of this information is requested for whatever reason, the parent's permission must always be sought.
 - Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
 - Ensuring that staff, student and volunteer inductions include an awareness of the importance of confidentiality.
 - Ensuring that staff, students and volunteers are aware of, and follow, the nursery's social networking policy in relation to confidentiality.
 - Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If however, a child is considered at risk, the nursery's safeguarding children policy will override confidentiality.