

CASTLE DOUGLAS NURSERY (ELCC)  
CONFIDENTIALITY/ ACCESS TO PERSONAL RECORDS  
POLICY

This policy exists to protect children, parents, carers, families and staff, and to ensure that everyone using the Nursery is absolutely clear about issues of confidentiality, and what the Nursery's procedures and routines are in respect of this matter. Underpinning the policy is the Nursery's recognition that the safety and well-being of children and families is of paramount importance, as is respect for the privacy of those involved in the Nursery.

Working with children and families

The Nursery recognises that its work with children and families sometimes involves staff dealing with confidential information. Information, whether verbal or written, provided by parents or carers must be treated confidentially.

- Parents or carers are informed of records kept on their child
- Parents or carers have access to their child's records only
- SEEMIS/NAMS is also used to store appropriate information in electronic form for registration, emergency contact etc. Again this is only accessible to authorised staff
- Children's personal information is stored securely in a locked cabinet; this is available at each session but can only be accessed by a member of staff as appropriate
- Children's personal details cannot be passed on to another person or people without the parent or carer's prior knowledge and consent

- Staff and any adult helpers must not talk publicly about matters relating to the children and their families
- Staff do not discuss children, other than for curriculum development and Nursery management purposes, with any other person/s without the parent or carer's knowledge and consent

The Nursery staff are aware that abuse does occur in our society. They recognise they have a prime responsibility to ensure the safety and well-being of children in the Nursery and have a duty to report any suspicions of abuse, in the first instance to the Head Teacher of the school.

- Any evidence relating to a child's personal safety is kept in a separate, secure confidential file
- Contents of the file are open only to appropriate members of Nursery/school staff
- Parents or carers will have access to records relating to their own child
- With regard to Child Protection a chronology of events may be kept on SEEMIS. This is accessible by school senior management only.

In the collecting, holding and processing of personal data the Nursery complies with the current Data protection rules and guidance. For more information on the transferring of Educational Data About Pupils please see the Nursery Handbook ( or link on school website)

Fiona Baird

Updated January 2019

Next update due January 2021

