

Balmalloch Nursery Class



Confidentiality Policy

responsi **B**ilitygr**A**titude

BELIEVE IN YOURSELF

humility and forgiveness

persever**A**nce

Love

ACHIEVE YOUR GOALS

honesty and generosity

respeCt

friends**H**ip & family

A Place of Enthusiastic Learning and Achievement!

CONFIDENTIALITY POLICY

Rationale

All information given to the nursery is processed in accordance with the Data Protection Act 1998 and therefore clear guidelines are required to ensure we adhere to these requirements.

This policy exists to protect children, parents, carers, families and staff, and ensure that all stakeholders are absolutely clear about issues of confidentiality.

Underpinning this policy is the recognition that the welfare and safety of all of our children and families is paramount.

Working with Children and Families

The nursery recognises that its work with children and families sometimes involves staff and keyworkers dealing with confidential information. Information, verbal or written, provided by parents or carers is treated confidentially.

- Parents or carers are informed of records being kept of their child.
- Parents or carers have access to their child's records only
- Children's records are kept in individual files and stored in a locked filing cabinet.
- Children's personal details cannot be passed on to another person or people without the parent or carer's prior knowledge or a signed consent to share.
- Staff do not talk publicly about matters relating to the children or their families.
- Staff do not discuss children out-with professional dialogue.

The nursery and staff are aware of varying forms of abuse and all staff understand that this must be reported in line with the school and nursery Child Protection and Safeguarding Policy.

- Any evidence relating to a child's personal safety is kept in their confidential file.
- Parents or carers will have access to records relating only to their own child.

STAFF MEMBERS

Balmalloch Nursery Class recognises that holding certain information could amount to an intrusion into an employee's privacy and takes care that an individual's personal record contains only relevant information and that it is safeguarded effectively.

- Individual records are kept for each staff member in confidential personal files.
- Staff have access to their own personal record
- Files are kept securely
- Only the Senior Leadership Team has access to the information contained in an individual's file.
- Staff's personal details cannot be passed to another person without prior knowledge and consent.
- Staff members do not talk publicly about
 - An individual's work performance
 - Disciplinary or grievance matters brought to their attention
- Staff do not talk publicly about
 - The work performance of their colleagues
 - Disciplinary or grievance matters in which they are directly involved,

Any breach of the procedures and routines specified in this policy document will be investigated and may result in disciplinary action being taken if a staff member is involved.

STUDENT PLACEMENTS:

All students must also adhere to the confidentiality statement above.

Students will be encouraged to participate in all aspects of the day to day tasks which their mentors participate in, such as; staff meetings, professional dialogue and conversations which may contain sensitive information.

Students must be aware that any breach of confidentiality will be reported to the college/university and this will have severe consequences.

Please complete the confidentiality agreement below:

K. Baker

Early Learning & Childcare Principal Lead

March 2021

Review Date: March 2022

Balmalloch Nursery Class



Confidentiality Agreement

I have read and understood the confidentiality agreement and I agree to adhere to the terms as set out in the Confidentiality guidance as stated in the Confidentiality Policy. I understand that a breach of confidentiality will be reported and may result in severe consequences.

Student Name (print): _____

Student Signature: _____

Date read & signed: _____

Mentor Name: _____

Date of placement: _____

Principal Lead Name (print): _____

Principal Lead Signature: _____

Date signed: _____