

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, guardians, 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, verbal or written, provided by parents or carers is treated confidentially. We respect confidentiality in the following ways:

- parents or carers are informed of records being kept on their child.
- parents or carers have access to the files and records of their own child but will not have access to information about any other child.
- children's records are kept in individual files and stored securely in a locked cabinet.
- children's personal details cannot be passed on to another person or people without the parent's or carer's prior knowledge and consent, with the exception of Social Work Department where there are child protection issues.
- staff do not talk publicly about matters relating to the children or their families.
- staff do not discuss children, other than for curriculum development and group management purposes, with any other person/s without the parent's or carer's knowledge and consent.

The nursery is aware that abuse does occur in our society. It recognises it has a prime responsibility to ensure the safety and well being of children and has a duty to report any suspicions of abuse to the local authority.

Staff Members

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

- individual records are kept for each staff member in confidential personnel files.
- staff have access to their own personal record.
- files are kept securely.
- only the Head Teacher has access to the information contained in an individual's file.
- staff's personal details cannot be passed to another person without their 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.

Revised January 2012

In accordance with Standard 14 (Well Managed Service) of the National Care Standards for Early Education and Childcare up to the age of 16, confidential information may be divulged, when necessary, if we consider there to be a child protection issue, infectious illness issue or due to a Care Inspectorate Inspection.

Reviewed February 2014

