



Confidentiality and Data Protection Procedure

We believe that confidentiality is central to the trust between our staff, our parents/carers and local, regional, and national service providers. Our work in Rigside and Rural Communities Nursery will bring us into contact with confidential information daily. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will always be treated with dignity and respect. Under no circumstances will sensitive or confidential information be discussed in public areas. Parents / carers will be taken to an area where confidentiality can be maintained.
- Parents/carers will have ready access to files and records of their own children - but not any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child unless there is a consent to share information form completed. This would normally be information shared with other professionals.
- Information given by parents/carers to nursery staff will not be passed on to third parties.
- Personal issues will remain confidential to the people involved.
- Any evidence relating to a child's personal safety, welfare or Child Protection Issues will be kept in a confidential file within a locked cabinet and will be shared sensitively with the Management team and specific information will be shared with the child's keyworker.

The nursery will comply with the following South Lanarkshire Councils policies: Data Protection Policy, Information requests compliance policy, and charging policy