



Policy on Confidentiality

Rationale

It is our intention at Stepping Stones nursery to respect the privacy of children, their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships, which focus on respecting and valuing each other. We feel that the safety, well being and protection of children within the nursery is paramount.

Our work will bring us into contact with confidential information. The Nursery is also aware of its obligations with regards to storing and sharing of information under the Data Protection Act 1998 and is also registered with the ICO. It is committed to complying with this regulation and guidance. The Manager and staff are aware of the implications of the Data Protection Act 1988 in so far as it affects their roles and responsibilities within the Nursery.

To ensure that all persons using the nursery are confident that we do not disclose any confidential information unless authorised to do so the following procedures are adhered to:

- All personal files holding confidential information regarding children & staff are stored in a lockable filing cabinet in the office. Only senior management have access to this cabinet.
- All information restored electronically is saved onto a secure file which only management has access to.
- All parents are asked to complete a 'consent to disclosing information form' this is for the sharing of information such as transition forms to schools and liaising with agencies such as SENCo etc. Parents are always informed prior to sharing this information.
- All members of staff and students are informed of the importance of maintaining confidentiality and the reasons for it. This is done during their induction at which time they are required to sign a confidentiality form.
- Information given by parents to the nursery staff will be treated with respect and sensitivity.
- Any sensitive information given to management by staff members will be treated with respect and sensitivity.
- Any evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except by the child's key worker and officers in charge. This will only be shared on a need to know basis.
- If it is deemed to be in the child's best interest for issues relating to safeguarding and child protection, we may need to share information without seeking parental consent.
- Students on placement at the centre will be advised of our confidentiality policy and are required to maintain it and also sign the agreement.
- Parents are informed of any issues in a confidential and sensitive manner.
- Any files relating to previous staff, children or families will be retained in a secure manor on site.



- Any files that contain sensitive or personal information that are no longer required will be destroyed by shredding them.
- All cameras are stored in a lockable cabinet in a locked office.

Children's developmental profiles

All children have a development learning journey which tracks their development throughout their time at the nursery in line with the EYFS. This profile is kept up to date by the child's key person. At various times the key worker may take the profile off site to complete or update. In order for them to do this staff must ensure the following:

- Profiles are signed out in the profile book. Staff person must put name, date and child's name. These must be signed in on return. Staff should also record in this book when parents are taking profiles home in order to keep track of them.
- Profiles must be kept safe at all times. Staff must ensure that they are kept in a secure place when off site.
- Staff must not share the profiles or any information/photographs etc with anyone whilst they have them off site.
- Staff should be aware that failure to safely maintain the confidentiality of the profile may result in disciplinary action being taken.
- Only the child's key person and parent/carer will be allowed to take the profile off site.
- Any profiles taken home by staff or parents must be returned to nursery the next working day.

Links to other policies

- Child protection policy/procedure
- Safeguarding children policy
- Mobile phones/camera/technology policy
- Person in a position of trust
- Confidentiality agreement
- Whistleblowing
- Social networking policy

This policy is in line with 3.67, 3.68 and 3.69 of the statutory framework for the Early Years Foundation Stage.