

## Confidentiality Policy March 15

Our confidentiality policy is designed to protect personal information relating to staff, children and parents who use Toots Nursery and is designed in accordance with the 1998 Data Protection Act where applicable. All staff must be familiar with the confidentiality policy and understand the importance of treating information given in confidence with care, only informing other people on a need to know basis. Information should only be discussed in appropriate places such as offices and designated rooms. **Nursery matters are not to be discussed in public or off the premises. Special reference: Babysitting policy**

**Written data pertaining to individuals:** All application forms and any other documents containing personal details relating to staff, parents and children are kept locked away in the filing cabinet or in files in the computer that are password protected. Parents will only have access to information relating to their own child. Where we require proof of ID we will not photocopy or take personal details from such documents beyond name, D.O.B. and address for relevant records. DBS information is obtained with staff consent and entered in staff's presence.

**Confidential Documents:** If a member of staff is working on a confidential document and is interrupted briefly, the document must be protected by turning it over or turning off the screen if on the computer. Documents must be locked away safely at all other times. Medicine and accident forms are confidential however, as staff need to keep them to hand for signatory purposes these may be clipped back to front on clipboards and filed ASAP. If staff are uncertain whether something is confidential they should check with management. Staff must take care when transporting confidential documents in public. These must be signed in and out of the nursery and carried in an appropriate manner. When sharing information via email, staff must ensure that emails are addressed to the correct recipient and labelled confidential. Group emails are to be sent out under 'BCC.'

**Incidents involving children:** All disclosures of a confidential nature must be evaluated and if any concerns arise, management informed. Depending upon the nature of the concern and the severity, management may need to assess such matters in line with **Safeguarding procedures**, especially where the welfare of a child is concerned. On occasion confidential verbal information may need to be documented and discussed with parents and/or passed to other necessary disciplines such as the police or MASH. When conveying situations of a sensitive nature such as: physical injury, name calling or inappropriate behaviour the names of other children involved in the incident must not be disclosed. Parents must be contacted when there are concerns regarding their children's behaviour and such behaviour should not be relayed to any other person, eg: au pair who collects the child. The parents can discuss this with them if necessary.

**Child progress reports:** It is a requirement of the EYFS and OFSTED that we regularly observe children and record our findings. Parents can request to see files pertaining to their own children. We use photographs in the nursery to help children find their pegs and trays, for photographic displays such as Birthday boards and as evidence of observations. All observations will be kept in the children's folder and given to parents when the child leaves the nursery. Reports prepared for external agencies will be kept locked in the filing cabinet or in a special computer file. **Please see separate policies regarding use of photographic equipment and permissions.**

**Supervision:** Staff can use their supervision sessions to discuss any matters relating to work and if they have concerns about other staffs behaviour this is the correct forum to speak about them unless they have immediate safeguarding concerns. All staff supervision and appraisals are confidential and aimed towards maintaining good performance.

**Staff conflicts/meetings:** Where staff conflicts arise these must be kept between the staff involved, and management if need be, in order to contain the situation and enable a proper investigation should the need arise. All meetings with staff are confidential concerning only the staff involved individually or within any given team.

**For additional information pertaining to staff please see work handbook.**

We have a legal requirement to retain certain documents and information however personal information that is no longer required must be shredded or deleted if kept as a computer file.