Fledglings Day Nursery

# Confidentiality Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

Providers must ensure that all staff understand the need to keep information about the children in their care confidential.This means that all staff must act in appropriate ways that ensure confidentiality. At Fledglings Day Nursery we follow the GDPR (General Data Protection Regulations 2018)

## 2 Aims and objectives

The aim of this policy is to ensure our intention to respect information about our children and/or their parents/carers is understood by all.

The objective of the policy is to ensure that parents/carers can share information in the confidence that it will only be used to enhance the welfare of their children and will be kept within a system that meets all legal requirements.

**3** **Confidentiality policy**

Personal information about children should be treated sensitively and in appropriately confidential ways. Parents/carers need to know that information they do not want to be shared about their child or themselves will be treated confidentially by all staff.

**3.1** Confidentiality procedures:

* All our staff are trained to respect confidentiality by adhering to our confidentiality procedures.
* This includes understanding that if parents/carers share confidential information with them it is to remain confidential.
* Where parents/carers share information with other parents/carers the school/setting cannot be held responsible if such information is shared further than originally intended.
* We will always inform parents/carers where confidential information, other than personal information already kept by the school/setting, needs to be recorded. This includes any injuries, concerns or changes in relation to the child/family, any discussions with parents on sensitive matters, records we are obliged to keep regarding child protection and any contact or correspondence with external agencies in relation to their child.
* All our confidential paper records are stored securely (in a locked unit).
* Any records stored electronically are password protected.

**4 Procedure for accessing records**

Parents/carers may request access to any confidential records held on their child in accordance with the Data Protection Act 1998.

**4.1** Any request to see a child’s personal file by parents/carers must be made in writing and addressed to the headteacher/manager.

## 5 Adherence to the policy

## All staff are required to adhere to this confidentiality policy as part of their job description and training will be provided for all staff on this policy as part of their induction on starting work at the setting/school.

**5.1** Where staff fail to adhere to this policy this will be treated as a serious disciplinary matter and appropriate action will be taken.

## 6 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**