



FLC GREAT
POTENTIALS IN
KIND GESTURES

A secure foundation for lifelong excellence

CONFIDENTIALITY POLICY

THE FRIENDS OF LITTLE CHILDREN CHARITY AND
THE CENTRE OF EXQUISITE LEARNING SKILLS

Safeguarding Statement

At FLC, we respect and value all children and are committed to providing a caring, friendly, and safe environment for all children to play and learn in a relaxed and secure atmosphere. We believe every child should be able to participate in all nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at FLC. We recognise our responsibility to safeguard all who access our nurseries and promote the welfare of all our children by protecting them from physical, sexual, and emotional abuse, neglect, and bullying.

Confidentiality Policy

All members of Staff at The Friends of Little Children (FLC) Charity

Purpose of policy

FLC Charity is committed to keeping information about children, parents and carers and staff as confidential as possible. At FLC Charity, we respect every parent and child's rights to confidentiality.

Who is responsible?

It is the responsibility of all members of staff to ensure that all confidential information including personal records for children, parents and staff remains confidential and within the confines of the setting.

- The information stored in the nursery files about the children will be available only to the nursery staff and the individual child's parents. This information will be stored securely.
- Parents and carers should feel that they can talk to a member of the nursery staff in complete confidence. This information will not be shared unless it is in the best interests of the child, if the information is shared, parents should feel secure that only nursery staff will be privy to this information. Parents will be asked for their permission if the information is to be shared outside the nursery.
- Any information given to us about parents or children at the nursery will be treated with the utmost respect and will remain confidential to all except for nursery staff (Please note: staff will only be informed of any confidential information if it is important to the welfare of the child).
- Any information that a child gives us will be treated with the same confidentiality as that of their parents. If a child wishes to give us information that they do not feel they can share with their parents, we are obliged to treat that information in strictest confidence, unless it is of detriment to the welfare of the child.
- Any information that a parent wishes to give us about their child will be treated in strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation.
- Where a staff member feels that it is in the best interests of a child to pass on information, they will discuss this with the nursery manager/deputy manager in the first instance and appropriate action will be taken.

- No member of staff will discuss individual children (unless it relates to the activities of the day) outside the setting with anyone other than the child's parents/carers without the parents' permission.
- All confidential information will be kept within the confines of the nursery and will not be removed unless it is in e-format and password protected.
- All members of nursery staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the settings confidentiality agreement.
- At all times any information given by the parents or the children will be treated with the safety and well-being of the children in mind.
- The setting will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement.