

Confidentiality

At Little Cherubs kindergarten we strictly follow the General data protection Regulation (GDPR) and data protection Act (2018) and freedom of information Act 2000. According to which everyone is responsible for using personal data has to follow strict rules called 'Data Protection Principles'.

All staff understand that all information about children and their families is confidential and should never be discussed outside the nursery. The nursery manager ensures that all staff members are aware of the need to maintain privacy and confidentiality.

All information kept on children and staff are in lockable filing cabinets which needs to be locked by the end of the day by the key holder, the information is only available to people who has the right or profession to see them which include staff making phone calls, gathering necessary information on key children, checking specific requirements etc. The information will only be shared with the parents/carers, key persons and Nursery Manager. Occasionally we may need to share records with other staff or outside agencies. Parents/carers will always be consulted first about this.

Staff will not discuss any child with anyone other than parents/carers.

All members of staff and students will have this policy explained to them and be expected to sign to say they agree to it.

Records of progress across the Early Years Foundation Stage are usually passed on to schools when the child leaves our Nursery. If parents prefer this not to happen then their wishes will be respected.

No information will be passed on to other agencies without permission from parents/carers. Where there is an issue about child protection then the child's welfare will be put first and the Safeguarding Children policy will be followed'

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where data protection laws stipulate it is against the best interests of the child to do so.)

Staff must also respect the same rules when it comes to hearing things about each other.

Any gossiping will be taken seriously and the appropriate measures will be taken.