



## **Confidentiality Policy**

At Loversall Farm Day Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all paper records in a locked cupboard located in the office. The cupboard door and the main door to the office both benefit from a double locking mechanism providing additional security. The management team are the only members of staff who hold a key to the office space.

We use Parenta Abacus system to store details of children, their families and invoice information. This system is password protected and Parenta confirms that security of the site is not compromised. Any information shared with or by the staff team is shared on a 'need to know' basis and treated in confidence, unless the information offers protection to the individual.

### **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.
- We follow the requirements of the UK General Data Protection Regulation (GDPR) and the Freedom of Information Act 2000 regarding the storage and access of data.
- We are registered with the Information Commissioners Office (ICO) a certificate of which is displayed in the nursery foyer.

### **Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked space or on the office computer with files that are password protected where possible. We also have two encrypted memory sticks for use within the nursery. Only the management team are aware of the passwords for these devices
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect and adhere to it.
- Ensuring that parents have access to files and records of their own children but not to those of any other child, this applies to paper and electronic records

- Ensure staff do not discuss any information with regards to the business dealings of the nursery
- Ensuring staff do not discuss personal information given by parents with other members of staff, except in the best interest of the child or to safeguard children.
- Ensuring staff maintain a professional relationship with all parents at all times
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Staff will be reminded of confidentiality at each supervision and appraisal.

#### **Staff and volunteer information**

- All information and records relating to staff will be kept confidentially in a filing cabinet in the double locked cupboard within the manager's office
- Individual staff may request to see their own personal file at any time

#### **Confidentiality Breach**

- Any breach of confidentiality will always result in management following the settings disciplinary procedures. Where a breach in confidentiality is raised, this will be viewed as gross misconduct and is therefore likely to result in instant dismissal from the nursery

<b>This policy was adopted on</b>	12 February 2018
<b>Signed on behalf of the nursery</b>	
<b>Signed Nursery Owner</b>	
<b>Date of next review</b>	September 2026