

Confidentiality Policy



Policy

At Tiny Oaks Day Nursery, we respect the privacy of our employees and our customers. We will ensure that information will be shared in confidence and will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements to store and share personal details in line with Data Protection Act (2018) and the Human Rights Act (1998). We recognise that we hold sensitive/confidential information about our children and their families and the staff we employ. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 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 Data Protection Act 2018 and the Freedom of Information Act 2000 regarding the storing and sharing of data. Tiny Oaks Day nursery is also part of the IOC Information Commissioners Office.

Procedure

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

- Most things that happen between the family, the child and the setting are confidential to our setting. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police.
- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it. We are not responsible should that confidentiality be breached by participants.
- All computers are password protected and we use software to maintain personal records relating to children and staff.
- 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.
- Ensuring that parents have access to files and records of their own children but not to those of any other child.

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- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances of safeguarding and welfare concerns.
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our E-Safety Policy.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved.
- 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 policy will override confidentiality.
- Our discussions with other professionals take place within a professional capacity.
- The EYFS requires us to enable a regular two-way flow of information between providers if a child is attending more than one setting. Written parental consent is always obtained before relevant information is shared.

We regularly share information on learning and development with parents however, parents may request access to any confidential records through the Freedom of Information Act 2000, which should be made in written form.

All the undertakings above are subject to the paramount commitment of our setting, which is to the safety and well-being of the child. Please see also our Safeguarding Policy

Further guidance

- Telephone advice regarding general queries may be made to The Information Commissioner's Office Helpline 0303 123 1113- <https://ico.org.uk/>

Legal framework

Data Protection Act (2018)

Freedom of Information Act (2000)

Human Rights Act (1998)

I.C.O. - Information Commissioner Office

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This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024