

# CONFIDENTIALITY

## Policy

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Grassroots Day Nursery works with children and their families. This will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts. At Grassroots Day Nursery we are committed to protecting the privacy of our staff, students, children and their parents and we have a duty of care to protect personal details that we keep of these individuals. All confidential information is kept and stored in line with Grassroots Day Nursery Data Protection Policy and Procedures, which complies, with GDPR that will be in force from 25/5/18. This replaces the Data Protection Act 1998 and the 2003 PERC.

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

- Storing confidential records on software that requires a password to access (only Manager and Proprietor have access)
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery
- Ensuring that parents have access to files and records of their own children but not to those of any other child. Every Parent has their own personal log in to access Parentzone.
- Gaining parental permission for any information to be used other than for the above reasons
- Ensuring that staff, through their close relationship with both the children and their parents, learn more about the families using the nursery
- Ensuring that 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 parents' permission will always be sought)
- Ensuring that 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 that staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breaches 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 are required to sign to say they have read and understood it and also to respect it.)
- Ensuring that staff, students and volunteers are aware of and follow our social network policy in relation to confidentiality
- Ensuring that issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring that 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.



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Safeguarding documents will be retained in a 'Safeguarding' file, separate to the main pupil file. The main file should have an alert that a Safeguarding file exists and state its location. The Safeguarding file will be locked away and only be accessible by the Owner/Manager and Designated Safeguarding Officer. When a child leaves the establishment they must ensure that the Child Protection file is copied and transferred to the new establishment as soon as possible, clearly marked 'Safeguarding, Confidential for Attention of Designated Safeguarding Lead'. This must be separate to the main pupil file. All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and wellbeing of the child.

I, ....., have read the above and understand that I will not disclose any information I have learned about the children, their families, or staff at Grassroots Day nursery. I also understand that if I do disclose any details, I will be seen as liable and that this will be seen as an offence.

Signed;.....

Role;.....

Date;.....

Policy/Procedure name: Confidentiality Policy	
Publication Date: April 2019	Date for Review: April 2020
Signed:.....(Proprietor)	
Signed:.....(Manager)	