

# Egg Day Nursery

## Confidentiality Policy

Egg Day Nursery work with children and their families and will bring us into contact with confidential information. It is a legal requirement on 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 for emergency contacts. However all records will be stored in a locked cabinet in line with data protection registration.

The Nursery is registered to hold confidential information in line with the Data Protection Act.

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

- storing confidential records in a locked filing cabinet
- ensuring that all staff 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
- gaining parental permission for any information to be used other than for the above reasons
- the staff, through their close relationship with both the children and their parents, learning more about the families using the nursery. 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. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff inductions include an awareness of the importance of confidentiality in the role of the key person. 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 it
- issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- 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 children 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.

This Policy was adopted by Egg Day Nursery on (date): 14/12/09

Reviewed \_\_\_\_\_

Signed by: BRWhite

Position: Business Manager

