



## **CONFIDENTIALITY POLICY**

Hyde n Seek Nursery's confidentiality policy exists to protect children, parents/carers, families, students and staff and to ensure that everyone associated with the nursery is absolutely clear about issues of confidentiality and what our procedures and routines are in respect of this matter.

Underpinning the policy is our recognition that the safety and well being of children and families is of paramount importance, as is respect for those involved in the nursery.

We recognise that our work with children and families sometimes involves dealing with confidential information and all information provided by parents/carers will be treated confidentially.

- ❑ Parents/carers are informed that records are kept of their child.
- ❑ All parents/carers have access to their child's file only.
- ❑ Records are kept in individual files and stored securely in a locked cabinet.
- ❑ Files are available at each session but can only be accessed by the nursery manager and administrator.
- ❑ No child's details will be disclosed to any other person without the parents/carers prior knowledge and consent.
- ❑ Staff, students and helpers will not discuss publicly any matters relating to the children or their families.
- ❑ Staff or students will not discuss children, other than for curriculum development or group management purposes, with any other persons without the parents/carers prior knowledge and consent.

We are aware that abuse does occur in society. We recognise that we have a prime responsibility to ensure the safety and well being of the children in our care and have a duty to report any suspicions of abuse to the appropriate agencies. –

See **Child Protection Policy** for guidelines.

- ❑ Any evidence relating to a child's personal safety is kept in a separate, confidential file which will be kept in a locked cabinet.
- ❑ Contents of the file are only open to the nursery manager and other identified staff.
- ❑ Parents/carers will have access to their child's file.

### Employer/employee relationships

The employment of staff is the responsibility of the nursery owners and manager and all issues regarding the employment and management of staff is confidential. We agree that holding certain information could amount to an intrusion of employee's privacy and we take care that all employees' personnel files contain only relevant information and that it is safeguarded effectively.

- ❑ Individual records are kept for each staff member or student in individual files.
- ❑ Staff have access to their own records only.

- Files are kept in a locked cabinet and can only be accessed by the nursery manager and administrator.
- Only the nursery manager and administrator have access to the information contained in any individual files.
- Staff and students personal details will not be passed to any other party without their prior knowledge and consent.

The nursery manager will not discuss publicly:

- An individual's work performance.
- Terms and conditions of employment for individual members of staff.
- Disciplinary or grievance matters of any staff.

Staff, students and helpers will not talk publicly about:

- The work performance of any of the staff.
- Disciplinary or grievance matters in which they are directly or indirectly involved.

Any breach of the procedures and routines specified in this policy document will be investigated and may result in disciplinary action being taken if a staff member is involved. If a student or helper is involved then a complaint may be made against them and they will be asked to withdraw their services from the nursery.

In collecting, holding and processing personal data the nursery will comply with current Data Protection rules and guidance.

Reviewed Nov 2011