



## Confidentiality Policy

West Byfleet Nursery's work with children and families will sometimes bring us into contact with confidential information. Any information that is shared about the child and/or the parent/carer will only be used for the benefit of the child as defined in our Information Sharing Policy. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

Parents will have ready access to files and records of their own children's observations, work samples, SEND Support Plans, developmental records, and achievements, but will not have access to information about any other child. All such records are stored securely.

We use Tapestry, an Early Years profile software with secure server storage, to produce these and to assist us with tracking the children's progress. Parents and carers can access these records via their own secure account.

Photographs of group activities will only be included in an individual child's record with the written consent of parents of all the children involved.

Outside agency reports such as speech and language reports will only be available to the manager, key person, and SENCO. Other practitioners may need to be informed of any steps required to support the child.

The setting abides by the General Data Protection Regulations (2016) and is registered with ICO.

Child and staff records will be stored securely in accordance with our GDPR retention period document.

In line with the Children's Act Regulations, we keep records of the name, address of each child and contact number for a parent/carer in the setting. These records are also stored securely on our nursery management software Abacus's remote servers. Only staff members will have access to these records.

Staff will not discuss individual children, other than for the purposes of planning and group management, with people other than the parents/carers of the child. However, at times discussions may be necessary with relevant persons or external agencies but this will only occur with prior parental permission

Allegations of abuse will be dealt with in accordance with our Safeguarding Children Policy and procedures. We will share concerns with parents unless it is deemed to put the child at further risk.

All anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person or manager (or on a 'need to know basis'). Information given by parents/carers will not be passed on without permission.

All Staff, students on work experience, volunteers will be required to read, date and sign a copy of the confidentiality policy to show that they have understood the policy and will adhere to it.

All staff must adhere to the requirements of this policy at all times, including outside of working hours. Any breach of this policy will result in disciplinary procedures.

Issues relating to employment of staff, whether paid or unpaid, will remain confidential to the management team.

There is a meeting room in the nursery where staff can consult with parents, outside professionals and other members of staff in private.

Signed: Ruth Claydon    Date: 12th February 2021    Review: February 2022