

Once Upon A Time Nursery  
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## Confidentiality Policy

### Statement of intent

It is our intention at **Once Upon a Time Nursery** to respect the privacy of children, their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships, which focus on respecting and valuing each other.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. This may be done in written or verbal form through the key person system and the open door policy.

To ensure that all those using and working in the nursery setting can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child. Parents who would like to access this information are asked to speak to the manger or deputy managers.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. All personal information is kept in a locked cabinet in the office of which only the manager and deputy managers have keys.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and are given a copy of this policy to adhere to.
- 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.
- Any concerns/evidence relating to a child's personal safety will be shared with the parents/ careers unless we feel this may put the child in further harm, this information is shared with as few people as possible on a need to know basis and will be dealt with following the steps in our Child Protection Policy
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. The manager and deputy are the only key holders for these files. This information is also stored on our secure app.
- The role of the child's key person is to insure parents can share confidential information regarding their child with a member of staff with whom the parent and child feel comfortable and have a good relationship with. The key person has a role to keep this information confidential and inform management if any issues should occur.

- Any information given to a key person is to be kept confidential at all times and it is the key persons job to be responsible for the children in their care at all times and using this information within their role to meet the needs of each individual child within their care.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students, when they are observing in the nursery, are advised of our confidentiality policy and required to respect it. Students need to get written confirmation from parents to observe any child or to complete any work on them.
- Any information received during the recruitment process is kept confidential between the management team and candidates at all times. All unsuccessful applications are shredded to ensure all personal information is kept confidential at all times following our privacy policy.

Staff supervisions are conducted every 3 months and staff Appraisals are conducted every 6 months and any discussions that take part in this time are kept confidential between the staff member and the management team.

We will always follow our privacy policy in line with the GDPR which includes the following:

- Adhere to the data protection act at all times.
- Recognise individual confidentiality and choice to not always wanting to be involved or participate.
- During orientation we will provide relevant information to parents about which records are kept and how they are stored.
- The registered person will securely retain the records for a period of at least three years after the last date on which the child attended.
- Records are always available for inspection by the CIW
- The building and the office are securely locked at the end of each day.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well being of the child,

In the case of a staff member not adhering to the confidentiality policy the disciplinary process may be applied.