



### Introduction to policy

It is the intention of Burgh Wood Montessori Nursery School and The Orchard School (*hereafter the "Nursery Schools"*) to respect the privacy of children and their Parents/Guardians and, while ensuring that they access high quality pre-school care and education. The Nursery Schools' work with children and families will sometimes bring us into contact with confidential information. The Nursery Schools operate an open door policy and to this end, we ensure that all Parents/Guardians can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Summary of procedures

The Nursery Schools follows the Early Years Statutory Framework for Early Years Foundation Stage 2017 which states:

*'Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000. (EYFS 2017 Para 3.69).*

*'Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA.'* (EYFS 2017 Para 3.70).

The School respects confidentiality in the following ways.

1. Information given by Parents/Guardians to the Principal will not be divulged to others without permission except where required by law or where the vital interests of the child require.
2. Parents/Guardians have ready access to the files and records of their own children, but do not have access to information about any other child.
3. Staff will not discuss individual children, other than for purposes of curriculum planning/group management or child protection, with people other than the Parents/Guardians of that child.
4. If we have a concern about a child we will share information with Parents/Guardians. However, if sharing information may put the child at risk of significant harm we will seek advice from The Multi-Agency Safeguarding Hub (MASH):

### MASH Contact Details

Availability: 9am to 5pm, Monday to Friday.

Phone: 0300 470 9100 (out of hours/ emergency duty team phone 01483 517898)

For concerns for a child or young person: [csmash@surreycc.gov.uk](mailto:csmash@surreycc.gov.uk)

For concerns for an adult: [ascmarsh@surreycc.gov.uk](mailto:ascmarsh@surreycc.gov.uk)

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.

Personal information about children, families and staff are kept securely in a lockable filing cabinet whilst remaining as accessible as possible.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students on recognised qualifications and training, when they are observing in the Nursery Schools, are advised of our confidentiality policy and required to respect it.

The Nursery Schools retain the above information as follows:



- General records for three years;
- Financial records for seven years;
- All records and concerns on Safeguarding must be retained until the child is 25 years of age.

The team are aware that when they are discussing a child, confidentiality should take priority. The team are informed about confidentiality discussions during their interview as well as during their induction week. All confidentiality information regarding a child or family is discussed during staff meetings.

Teachers at the Nursery Schools also ensure that there is an area where teachers may talk to a Parent/Guardian confidentially per the Early Years Foundation Stage framework guidance.

#### Employee records

Information regarding members of the team, are stored in a lockable box. The Principal only has access to the lockable box.

#### Further reading

Data protection Act and Freedom of Information Act (DPA) 1998: [www.legislation.gov.uk](http://www.legislation.gov.uk)

Information sharing guidance for practitioners and managers is available to download from the Department for Education: [www.education.gov.uk](http://www.education.gov.uk)

Information Commissioners Office: [www.ico.gov.uk](http://www.ico.gov.uk)

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