



## **Confidentiality Procedure**

### **Purpose of Policy**

Little Dreams Nursery is committed to keeping information about children, parents, carers and staff as confidential as possible. At Little Dreams Nursery, we respect every parent and child's right to confidentiality; with this in mind, we ask all families to please be aware of the following points.

### **Who is Responsible**

It is the responsibility of all members of staff to ensure that all confidential information, including personal records for children, families and staff, remains confidential and within the confines of the setting following the General Data Protection Regulations (GDPR) 2018.

The information stored in the nursery files about the children is available only to setting staff, the individual child's parents/carers or governing bodies when requested. This information is stored securely. Please see the Data Protection and Information Sharing Policies for further details.

Families should feel that they can talk to a member of setting staff in complete confidence, if you would like this please speak to the member of staff of your choice, this information will not be shared unless it is in the best interests of the child, if the information is shared parents/carers should feel secure that only setting staff will be privy to this information. Families will be asked for their permission if the information is to be shared outside the setting.

Any information that a parent/carer wishes to give us about their child will be treated in the strictest confidence. This information will not be shared with outside agencies without permission, unless deemed necessary by the Manager / Director, and if wished, may be kept within the confines of the conversation.

Any information given to us about parents or children at the nursery will be treated with the utmost respect and will remain confidential to all except for nursery staff. (Please note that staff will only be informed of any confidential information if it is important to the welfare of the child.

Any information that a child gives us will be treated with the same confidentiality as that of their parents/carers. If a child wishes to give us information that they do not feel they can share with their parents/carers, we are obliged to treat that information in strictest confidence, unless it is detrimental to the welfare of the child.

Where a staff member feels that it is in the best interests of a child to pass on information, they will discuss this with the Manager / Director in the first instance, and appropriate action will be taken.

No member of staff will discuss individual children (unless it relates to the experiences of the day) outside the setting with anyone other than the child's parents/carers without the parents' permission.

All confidential information will be kept within the confines of the setting and will not be removed unless it is in e-format and password-protected.

### **Who is Responsible**

All members of the setting staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the setting's confidentiality agreement.

At all times, any information given by the families or the children will be treated with the safety and well-being of the children in mind.

The setting will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement.

All parents/carers should note that in cases where there is a child protection concern for a child, the setting has a legal responsibility to share this information and as such it does not fall within the scope of this policy

If you wish to speak to us about this policy, please contact the Nursery Manager / Director.