



Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS

## Confidentiality Policy

**Safeguarding and Welfare Requirement:** Providers must maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met

Providers must enable a regular two-way flow of information with parents and/or carers (and between other providers, if a child is attending more than one setting). If requested, providers should incorporate parents' and/or carers' comments into children's records. Records must be easily accessible and available (these may be kept securely off the premises).

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 Legislation and, where relevant, the Freedom of Information Act 2000.

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 Data Protection Act

Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

## Policy

The Pre-School work with children and their families which will bring us into contact with confidential information. It is a legal requirement for the Pre-School to hold information about the children and families using the Pre-School and the staff working at the Pre-School. This information is used for registers, invoices and emergency contacts. However all records will be stored in a locked cabinet in line with Data Protection.

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing cupboard
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery
- Ensuring that parents have access to files and records of their own children but not to those of any other child
- Gaining parental permission for any information to be used other than for the above reasons, for example when seeking advice from other professionals
- Ensuring the staff, through their close relationship with both the children and their parents, learn more about the families using the Pre-School
- Ensuring individual children will not be discussed with people other than the parents/carers of that child.

- Ensuring that staff understand that any information regarding a child should not be divulged outside of the setting under any circumstance, this includes children's individual abilities and behaviour.
- Ensuring all staff are aware that this information is confidential and only for use within the Pre-School setting. If any of this information is requested for whatever reason, the parent's permission will always be sought
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs or is a safeguarding concern
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are shared with the Manager who is the DSL (designated safeguarding lead) or the Deputy Manager who is also a DSL trained. This information will be kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding policy will override confidentiality.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the Pre-School are advised of our confidentiality policy and required to respect it

All the undertakings above are subject to the paramount commitment of the Pre-School, which is to the safety and well-being of the children. The Pre-School will comply with all requirements of the Data Protection Act and in conjunction with the Information Commissioners Office.

This policy was adopted by	NAZEING PRE-SCHOOL	<i>(name of provider)</i>
On	<u>5<sup>th</sup> November 2024</u>	<i>(date)</i>
Date to be reviewed	<u>November 2025</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Nicky Mainwaring</u>	
Job role	<u>Pre-School manager</u>	