

Oaks Nursery Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, while they access high quality early years care and education in our setting. 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. Our policies and procedures are in compliance with the Data Protection Act 1998

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except on a 'need to know' basis.
- Information given by parents to nursery staff or key workers will not be passed on to other adults without permission.
- If a child has a special or additional need then the SENCO may share information with Early Years Advisory Teachers, or representatives from the Specialist Teaching Service.
- Any written records pertaining to child safety or protection will be kept in a confidential file and only shared on a need to know basis with other staff or external agencies.
- Issues to do with the employment or disciplinary of staff will remain confidential to the people directly involved with making personnel decisions.
- Photographs are used as a planning and assessment tool and will be purposeful.
- Digital images are deleted once processed.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- All staff and parents will receive a copy of Data Protection Fair Process notice issued by Kent County Council.
- Temporary and supply staff, students or volunteers will be advised of our confidentiality policy and required to adhere to it.
- All adults in the setting whether paid or voluntary are required to sign a confidentiality agreement.

Adopted on (date): 27th October 2008

Signature:

Name: Chris Comper

Job title: Nursery Manager

To be reviewed annually

Review 2 October 2013