

Confidentiality

Our work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents / carers will have ready access to the files and records of their own children but will not have access to information about any other child.
- Nursery staff will not discuss individual children, other than for purposes of learning & development planning / group management, with people other than the nursery staff and parents / carers of that child without prior permission.
- Information given by parents / carers to the nursery staff / key persons will not be passed on to other adults without permission.
- Issues to do with the employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties / evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except with the child's key person (if necessary), the Nursery Manager / Deputy and the Nursery providers. Any further records from outside agencies will be stored in a closed draw and only available to those who are involved directly with the child and parent / carer.
- Students or volunteers working in the nursery will be advised on induction of our confidentiality policy and required to follow it.
- All personal information about children, families and staff will be kept secure in the nursery.

Sharing information with outside agencies We will only share information with outside agencies on a need-to-know basis and with consent from a parent / carer in the child's application form. There are situations where parental permission is not required, this relates to matters concerning safeguarding or criminal activity. If we do share information without parental consent we will record this in the child's file, clearly stating our reasons.

Child minding We do not actively encourage staff to have private child minding arrangements outside of nursery. Staff must be reminded that when child minding outside nursery hours any information in the way of other children, parents / carers and / or staff is bound by our confidentiality policy and that a breach of such would mean putting your job at risk if a parent / carer was asking for obtaining information in an indirect way. Staff are requested to keep their child minding arrangements as professional as possible.

Sharing information with friends, family and strangers It is strictly forbidden to share any information about children, parents / carers, staff and the nurseries providers with anyone outside the nursery setting. This includes If someone has left the Nursery who previously worked at Eversley they are no longer classed as a staff member and therefore no longer involved with the setting.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**