

## **CONFIDENTIALITY AND DATA PROTECTION POLICY**

### **Statement of intent**

At Rainbow Corner Nursery, it is our intention to respect the privacy of children, their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships, which focus on respecting and valuing each other.

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. This may be done in written or verbal form through the key person system and the open door policy.

To ensure that all those using and working in the nursery setting can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child. All children's records are kept and locked in the nursery premises.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. All personal information is kept in a locked cabinet in the office of which only the manager and deputy manager have keys.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and are given a copy of this policy to adhere to. All staff signs a code of conduct to say that they are aware of the policy and will follow it.
- 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. Any incidents that take place out of nursery are put in the incident book and the parents and a member of staff must sign and date. This information is kept between the parent and relevant staff.
- Any concerns/evidence relating to a child's personal safety will be shared with the parents/ carers unless we feel this may put the child in further harm, this information is to be shared with as few people as possible on a "need-to-know" basis and will be passed onto social services by the nursery manager.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. The owners, manager and deputy are the only key holders for these files.
- The role of the child's key person is to insure parents can share confidential information regarding their child with a member of staff of who the parent and child feel comfortable with and have good relations. The key person has a role to keep this information confidential and inform management if any issues should occur.
- Any information given to a key person is to be kept confidential at all times

and it is the key persons job to be responsible for the children in their care at all times and using this information within their role to meet the needs of each individual child within their care.

- 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 placements - when they are observing in the nursery, are advised of our confidentiality policy and required to respect it. Students need to get written confirmation from parents to observe any child or to complete any work on them.
- Any information received during the recruitment process is kept confidential between the management team and candidates at all times.
- Supervision meetings take place with all staff approximately every 6 weeks and any discussions that take place in this time are kept confidential between the staff member and the management team.
- Formal Staff Appraisals are yearly and any discussions that take part in this time are kept confidential between the staff member and the management team.
- The building, (including the office and all files) are securely locked at the end of the day.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well being of the child. Please see also our policy on safeguarding children.

We will comply with the Data Protection Act. We will ensure that all staff are aware of, and agree to adhere to, the confidentiality policy. Breaches of confidentiality will be treated as a serious matter and dealt with according to the Disciplinary Procedures.