

# Confidentiality Policy

## AIM

**We aim to respect the privacy of children, parents, carers, staff and any information in written or spoken form will be shared in confidence and be used for the welfare of children and the setting. To ensure that all those using and working in Knowle Nursery can do so with confidence, we respect confidentiality in the following ways-**

- Parents are asked to sign a permission slip, so they are aware that observations, development records, photographs are kept on their child and photographs may be taken by students or for local paper.
- Development records – Online Learning Journals are stored online on a website approved by Surrey County Council which is password protected called Tapestry. Only staff use the website at the setting on their individual tablets or the main computer. Passwords are changed regularly for confidentiality.
- Consent from parents will be obtained before any information, if it is felt necessary, be shared with outside agencies.
- Practitioners at the Knowle Nursery have due regard for keeping and storing personal information as this will be kept in a locked cupboard – registration forms, permission slips, accident and incident forms, all about me forms, register.
- Staff and children personal data must be kept up to date and will be done so yearly.
- Parents have the right to see data kept on their child except where information includes details about another child or sensitive personal information e.g safeguarding.
- Any concerns/evidence relating to child's personal safety are kept in a secure confidential file and shared on a 'need-to-know' basis.
- Under the Children's Regulation Act personal details of children (registration form) will only be shared with practitioners at Knowle Nursery.
- All personal details of children attending Knowle Nursery e.g name, address, date of birth, contact numbers (registration form) will be kept for 3 years after the child leaves the setting and will be disposed of by shredding.
- All staff's personal details are stored in a locked cupboard and owner and manager will have access to these.
- Issues to do with employment of staff remain confidential to people directly involved with making personal decisions.
- All practitioners representing Knowle Nursery are aware of sharing information confidentially with parents and can use the kitchen area to share highly confidential information.
- Staff share information with each other before or at the end of the session and will write it down where appropriate.
- Staff are made aware of never to discuss the children or parents outside of the setting.
- If the owner needs to share information with outside agencies electronically the egress a secure email server is used.
- The nursery pays yearly for data protection through ICO.

Useful websites

Data protection Act and freedom of Information Act

[www.opsi.gov.uk](http://www.opsi.gov.uk)

<https://www.gov.uk/data-protection>