# Confidentiality and Information Sharing

In line with Safeguarding and General Data Protection Regulations (GDPR) legislation, this policy states how we maintain confidentiality of all information gained whilst within service to the nursery and when and with whom we will share information with outside of the nursery when in the best interests of the child.

Our work with children and their families will bring us into contact with confidential information which we will only use to enhance the welfare of their children. Parents have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to families how, when and why the information will be shared about them and with whom. It is a legal requirement for the nursery to hold information about the children and families, as well as the staff working at the nursery. We are aware of our responsibilities under the General Data Protection Regulations (2018) and the Freedom of Information Act 2000.

It is our intention to respect the privacy of children, their families and our staff team by following the procedure below:

* Confidential records are stored in a locked filing cabinet
* Written permission is obtained to hold personal details on children and staff.
* Parents are informed when we need to record confidential information beyond the general personal information we keep i.e. injuries, concerns, safeguarding, contact with external agencies.
* Written consent is sought form parents before information is shared with external agencies unless a child is considered at risk when our safeguarding children policy will be followed.
* Parents have access to files and records of their own children but not to those of any other child
* All staff are aware that personal information given by parents is confidential and only for use within the nursery. where it affects planning for the child's needs If parents share information about themselves with other parents as well as staff we cannot be held responsible if information is shared by those parents whom the person has ‘confided’ in.
* Staff, student and volunteer inductions include an awareness of the importance of confidentiality.
* Decisions about staff employment remains confidential to those directly involved in the process.
* If staff breach this policy this may result in disciplinary action including dismissal.
* We work to ensure that we keep a minimum amount of information on the premises about the families, limited to what we are required under legislation (Children’s Act 2016, EYFS 2014)
* Our Data Policy details the methods and procedures we follow to ensure confidentiality of information kept by the nursery.

**Records**

Records are kept for the purpose of maintaining our business. These include health and safety records, development plans, financial records, contractual documentation, and employment records of staff, students and volunteers. We keep two kinds of records on children attending our setting:

* Developmental records – ‘My Learning Journey’ -These may include observations of children in the nursery, photographs, video clips and samples of their work and summary developmental reports. These are kept in the room and can be freely accessed, and contributed to, by staff, the child and the child’s parents.
* All information on children, families and anyone working with the nursery is to be kept securely and treated in confidence. Information will only be shared if the parents/carers/co-workers give their permission, unless there appears to be a child protection issue which falls under section 47 of the Children’s Act 1989. All details will be kept confidential and records are kept secure. The details are easily accessible if any information is required for inspection by Ofsted in England in a locked filing cabinet within the office. These are filed in the children’s individual files.

Observing confidentiality within the nursery is crucial to protect all children, their families and staff members from situations which may potentially cause physical or mental harm. Not only may a breach of confidentially cause harm to a person, it also undermines and serves distrust to the nursery itself.

The nursery serves a strict confidentially clause on ALL staff members and ask parents to respect this policy too.

All parents receive [or have access to] a copy of the policies and procedures, which detail how we run our setting.

Parents have the right to inspect all records about their child at any time. At no point are parents allowed to have access to other families information.

As a registered provider we must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in our care and any action we may have taken within 14 days of an incident occurring.

If we keep records relating to individual children on our computer we will ask for the parent’s permission. The information will be securely stored in password-protected computer which only previously vetted staff have access to. Backup files will be stored on a memory stick and will be which will be locked away when not being used.

It is against a staff member’s role and responsibility to break the rule of confidentiality outside of the nursery and should it be found that confidentiality has not been observed than this will result in the implementation of the staff disciplinary procedure.

We ask families that when they sign their registration forms, they are also signing to agree that they will observe confidentiality of information that may be unintentionally disclosed to them about other children, their families and staff members within the nursery.