



NORTH STAR NURSERY AND HOLIDAY CLUB **CONFIDENTIALITY POLICY**

This policy is directed at all staff, parents, carers and others who have contact with the Nursery and the Holiday Club.

This policy is intended for the safety of information regarding the children in our care and their families. It extends to information about employees, students, volunteers and business information. It applies to all employees, students, parents and carers.

Any breaches will be taken extremely seriously and could result in disciplinary action for misconduct in the case of employees or students.

Definition of Confidentiality

Confidentiality covers information which is spoken or written in confidence (including electronically), such as classified, intimate, off the record, personal, private, restricted or top secret information.

The Nursery's and Holiday Club's work with children and families will often necessitate the collection, processing and maintenance of confidential information. To ensure that all those associated with and working in these environments can do so with confidence, it is essential that confidentiality is recognised and respected.

Principles of the Confidentiality Policy

The principles of the policy are as follows:-

Staff

- All members of staff should be fully conversant with the need for confidentiality at all times. It will be covered on induction training, including for temporary staff, students and volunteers;
- The Nursery Manager is responsible for the day-to-day operation of confidentiality within the workplace. Information will be passed on to staff on a need-to-know basis for the safety and well being of the children and their families;
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child;
- Information given by parents/carers on a confidential basis to a member of staff will not be passed on to other adults, except members of the senior team, without permission, unless it would put the child at significant risk of harm not to do so and/or is related to safeguarding matters;
- Any concerns/evidence relating to a child's personal safety will be kept in a child protection file and will not be shared within the staff group except with the senior team and, if appropriate, the key person for that child;
- All issues relating to the employment of staff, or any personal/confidential information which a member of staff chooses to disclose, will be awarded the same respect of confidentiality and will not be shared within the setting except, where appropriate, with the Nursery Manager, senior team and members of the Management Committee.

Parents / Carers / Other Contacts

- Parents/carers will have ready access to confidential records relating to their own children but will not have access to information about any other child;
- All parents/carers are asked to respect the boundaries that staff place on the information they offer, particularly where another child is involved. Parents/carers may occasionally overhear or be in proximity to private or personal oral or written information within the Nursery or Holiday Club environment but are expected not to access or divulge such information, e.g. discussing Next Steps progress;
- Similarly, more general written information such as dietary needs, Individual Next Steps, planning, medication and group work, which is displayed for easy access by all the staff, should not be divulged outside the Nursery / Holiday Club environment.

Technology

This policy should be read in conjunction with North Star Nursery's Technology Policy which sets out guidelines for communications by way of email and telephone, information contained on the Nursery website, the taking and use of photographs within the setting and the safe use and storage of electronic data. All technology used within the Nursery is subject to the guidelines set out in this Confidentiality Policy and is subject to regular monitoring by the Online Safety Designated Lead whose name is displayed on the notice board.

The use of mobile phones, cameras and video recording equipment by parents, carers or staff within the nursery corridors or rooms is not permitted, so as to minimise the risk of children's personal information, such as names and photographs above pegs, being recorded and shared.

Breaches of Confidentiality

The importance of confidentiality is covered in the Staff Handbook under "*Serious breaches of Discipline*" and in the Health and Safety Handbook under "*Rules and Regulations*". Should a disclosure of confidential information be made, it will be viewed as a serious offence, which will be dealt with as outlined in the staff Disciplinary Procedures

If a parent/carer has any concerns regarding confidentiality, they should speak to the Nursery Manager in the first instance, a member of the senior team, or, if this is not possible, to a member of the Management Committee.

In return, if the Nursery Manager feels that a parent/carer is in breach of confidentiality, they and/or a member of the Management Committee will approach the parent/carer to clarify the situation.

This policy links to:	Health and Safety Policy Safeguarding Children and Child Protection Policy Code of Conduct Data Protection Act Statement - Clients Data Protection Act Statement – Staff Security Policy Technology Policy Acceptable Use Policy for Staff “Our Golden Rules” (AUP for Children) Staff Handbook Staff Induction Staff Training
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Policy Review History	
October 2013	v.1
October 2015	v.1.1
November 2015	v.2

This policy will be reviewed in November 2017 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.