



CONFIDENTIALITY POLICY

Purpose

The nursery's work with children and their families will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and for emergency contacts. We store all confidential records in a locked cabinet or on the office computer which is password protected in line with GDPR guidelines.

It is our intention to respect the privacy of children, parents, and carers while ensuring that children receive access to high-quality care and education. We are registered with the Information Commissioners Office (ICO) and our nominated Data Protection Officer (DPO) is **Mayur Somaiya**, who can be contacted at mayur@muddypuddlesnursery.com for any data protection and processing queries.

Disclosure

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery. We are fully committed to compliance with General Data Protection Regulation (2018) and Freedom of Information Act 2000. The security and protection of all forms of data held by the Company is of paramount importance. Confidential personal and commercial information, including but not limited to; recorded personal details of children, parents and employees, records, and data of the operational activities of the company, whether stored on paper or electronic media is strictly confidential. This information must not be disclosed or discussed with any other individual, employee or organisation, without specific authority.

Policy

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing cabinet or on the office computer is password protected. Shredders are used to destroy confidential documents that do not require to be archived.
- Ensuring staff (particularly in the role of key carer), student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal.
- Parents have ready access to the files and records of their own children, except where such a request may be excluded under the Freedom of Information Act or other legal or operational policy, for example where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Gaining parental permission for any information to be used other than for the above reasons
- Through their close relationship with the children and their parents, the staff learned more about the families using the nursery. All staff know this information is confidential and only for use within the



nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

- Staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Students on placement in the nursery are advised of our confidentiality policy and required to adhere to it, along with our [Electronic Devices, Social Networking, and Social Media policy](#) and required to respect it.
- Keeping confidential, any issues concerning the employment of staff to the people directly involved with making workforce decisions
- Storing any concerns/evidence relating to a child's personal safety in a secure, confidential file and sharing with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our [Safeguarding/child protection policy](#) will override confidentiality.
- Ensuring staff who form friendships with parents, are aware that any business regarding the nursery and other staff MUST remain confidential. Any discussions relating to nursery business is strictly prohibited. Any staff found breaching this will face disciplinary action.
- Ensuring staff access to online record-keeping is only permitted on nursery computers/mobile devices in line with [E-Safety policy and guidance](#)
- Staff will not discuss issues in front of children
- All information and records relating to staff will be kept confidential in a locked cabinet.
- Individual staff may request to see their own personal file

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

Access to **personal** information procedure:

Parents may request access to records held on their child by following this procedure:

- Any request to see the child's **personal record** by a person with parental responsibility must be made to the Manager in writing and the Manager will reply with a written acknowledgement
- The setting commits to providing access within 7 days
- Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, it to the person making the request. Copies of these letters are retained for the file
- Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Local Safeguarding Children's Board, can refuse consent to disclose, preferring the individual to go directly to them
- When all consent/refusals to disclose have been received these are attached to the copy of the request letter
- A copy of the file is taken
- The information will be supplied either in hard format or on screen
- The child's parent/carer may **verbally** request to see their child's **Learning and Development** records at any time, to read or contribute to. Children's learning journeys are now mostly electronic and parents have free access to these at all times. Parents are actively encouraged to contribute to their child's learning journey.



Associated documents:

- [Safeguarding policy](#)
- [Data Protection policy](#)
- [E-Safety policy](#)
- [E-Safety guidance](#)
- [Electronic Devices, Social Network, Social Media policy](#)