

# CONFIDENTIALITY POLICY



The Safeguarding and welfare requirements

Information and records -

## Policy statement

The work the childcare centre undertakes with our children and families will bring us into contact with confidential information. We will respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education in the setting.

We aim to ensure that all parents can share their information in the confidence that it will only be used to enhance the welfare of their children.

There are record systems in place that meet the legal requirements for the Data Protection Act, GDPR and Sharing Information in Somerset protocols.

## Procedures

### We will respect confidentiality in the following ways;

- Parents/carers will only have access to the files and records of their own children.
- Parents are required to inform and update the setting of personal information which will be held in confidence by the setting.
- Paper records are kept in a locked cabinet, computer files are password protected.
- Staff may discuss individual children for the purposes of planning and group management within the setting.
- Staff will not share information with another agency unless permission to do so has been given by the parent or carer. The only exception to this would be if there was a child protection issue, and the designated person for safeguarding and child protection deemed the child to be at immediate risk of significant harm.
- Confidential information should only be discussed away from the nursery floor to ensure that no children, parents or students are able to hear the conversation.
- Any safeguarding or child protection information should be shared on a '**need to know**' basis only.
- Any member of staff who either unwittingly or deliberately shares information about a child or family to a third party without their permission will be subject to a disciplinary procedure.
- Should a parent/carers wish to share information with a practitioner, the practitioner must inform the parent that the information will be passed on to the manager.
- Parents/Carers and staff are bound by the confidentiality of the setting and it is made clear that they must not discuss or share information or pictures about the setting, staff or children via social media, Facebook, twitter etc. To do so would mean a disciplinary procedure for staff and the risk of the child losing their place within the setting for Parents/Carers.

**Reviewed Date: Sept 2023**

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**Authorised by: .....**