

Shepherds Hill Nursery
CONFIDENTIALITY POLICY

Confidentiality Policy (2.1)

All personal information regarding the children and families and staff is held under strict legal and ethical guidelines. The Nursery ensures the Data Protection Act 1998 is adhered to at all times. Children attending Shepherds Hill Nursery have the same right to confidentiality as adults.

Information provided is not disclosed without consent from the individual concerned or the parent/guardian of the child. Confidentiality is respected at all times, where appropriate.

This Policy is to be read in conjunction with:

Safeguarding Children Policy (6.1).

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2.1.1 Employees of the Nursery will sign a confidentiality agreement.

2.1.2 Information provided is not disclosed without consent from the individual concerned or the parent/guardian of the child. Confidentiality is respected at all times, where appropriate.

Exceptional Circumstances in Which Information May be Shared Without Consent

Disclosure of personal information may be justified where:

- There are concerns regarding the health and safety of a child/ren
- Failure to do so may expose a child or family to risk or serious harm
- In the interest of safeguarding children, the Shepherds Hill Safeguarding Children Policy (6.1) will be referred to
- If there is immediate risk of harm to a child attending the Nursery

In these instances information may be shared with relevant professionals on a need-to-know basis.

2.1.3 Keeping Information Safe

- Personal information (Children/families & staff) is kept out of sight and is not accessible to unauthorised persons
- Key persons are responsible for ensuring any files they keep for their children are kept confidential and are accessible to the child's parents (see Policy 2.2 – Access to Information).
- Information displayed on the computer screen is not displayed in front of others
- Personal documents (Children/families & staff) are secured by the use of a password, only accessible by management
- When asking Parents/Carers to sign paperwork (e.g. Accident or Medication Book) confidentiality is ensured by covering previous entries
- Children have individual Development Files to ensure other children's information is not accessed if parents are left unattended with the folder.

- On leaving the Nursery, all information which is required to be kept for legal reasons is securely stored out of view

- On leaving the Nursery, children's developmental files are passed onto the child's Parents/Carers or next setting (with Parent's permission).

- Records which are not required to be kept, and which Parents do not wish to take with them, are disposed of by shredding to ensure confidential information is not accessed by others.

- On leaving the Nursery, staff files will be kept securely for six years and then destroyed.