

EYFS and U2s Confidentiality Policy

GENERAL

It is a legal requirement of the Nursery to hold information about the children who attend the Nursery and any staff. Basic information is used for registers, invoices and for emergency contacts.

Parents or carers may have access at any time to this information and will be allowed to view their child's individual file.

The staff, through their close relationships with both the children and their parents, may learn more about the families using the Nursery. All staff are aware that this information is confidential and only for use within the Nursery setting. Staff safety is also important and, if a member of staff feels that he/she has a concern regarding dangerous malpractice, then he/she is able to report this, in confidence, to the Nursery Supervisor or Head of Early Years who will then deal appropriately with the concern or issue.

If a child is considered to be at risk, the Nursery's Child Protection Policy will override this Confidentiality Policy as a duty of care. This will only be done by a senior member of staff.

AIMS

- To ensure that all information held by the Nursery regarding children, parents, carers and staff remains confidential at all times.

PROCEDURES

- All information to be stored in a locked area and in line with GDPR.
- All staff to be informed of the Confidentiality Policy and procedures during the induction period.
- Permission to be sought from parents or carers should any information be requested, for whatever reason, unless required for the purposes of child protection.
- If children are moving to another school, Foundation Stage Profiles will be passed to the next class teacher.

Reviewed September 2018