Confidentiality

Daily practice within the setting will bring Management and Practitioners into contact with confidential information, some examples being: registers, invoices and contact details. We have a duty of care to ensure all information is stored and used appropriately, this policy outlines ways this is ensured, some being:

* Ensuring all staff are aware of the importance of confidentiality at the induction stage of employment, familiarising themselves with relevant policies and undertaking training to support this as required.
* Staff are aware they are not permitted to discuss children/s information with any external person other than the child’s parent or a multi-agency partner.
* Staff are not to divulged any information relating to the setting or children whilst outside of the setting.
* As part of children’s enrolment process to Bovan Creek parents are to specify the degree in which they are comfortable with the child’s information/ photos being shared; for example: Facebook or other external publications, this will be adhered at all times.
* Information is only ever shared on a need to know basis, however in the instance a child’s safety and or wellbeing is at risk our Safeguarding/reporting process will be followed and confidentially aspect overruled.
* Prior agreement will be sought ahead of sharing information with local professionals/agencies unless in relation to a Safeguarding matter or concern. In this instance the setting will work with local authorities and designated professionals to seek advice and support.
* Parents are not to discuss others children and should be considerate to all families and children within the setting.
* Parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has confided in.
* In the instance confidential information is being disclosed between a practitioner and parent, a private space should be used to speak freely eg: staff room or office.
* The nursery works in conjunction with all requirements of the Data Protection Act and the Information Commissioners Office, ensuring all information is stored appropriately and for the correct timescales.
* Parents are able to access their own information, but information relating to any other parent or child is strictly prohibited
* In the instance a child discloses information to a member of staff, they will never promise to keep it a ‘secret’ and rather listen, without asking coercive questions and document a detailed account as required.
* In house personnel issues will remain confidential to those involved.

*Any staff member found to be discussing individual children and / or using confidential information in an inappropriate manner; eg: with people other than the parents of the child, will face disciplinary procedure and possible dismissal under gross misconduct.*

**Documentation for reference:**

* Section 3 Safeguarding and Welfare Requirements; Information and records 3.70 and 3.71
* The National Standards 2001,
* Working Together to Safeguard Children (2018)
* The Children’s Act 2004,
* The Data Protection Act 2018,
* EYFS Principles 2008 revised 2012, Human Rights Act 1998
* General Data Protection regulations (GDPR) 2018