**Confidentiality Policy**

**Purpose of Policy**

Rainbow Nursery recognises that the safety and wellbeing of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the service will be respected. We require to hold information about the children, families and staff working within the setting and systems will be in place regarding the sharing and storage of this information. Parents will be able to share information in confidence knowing it will only be used to enhance the welfare of their children. However we cannot withhold confidential information regarding the welfare of the child and this information will be disclosed to specified personnel and agencies if required. Families will be made aware of this on enrolling their child to the setting.

**Responsibility**

It is the responsibility of all members of staff to ensure that all confidential information including personal records for children, parents and staff remains confidential and within the confines of the setting following the General Data Protection Regulations (GDPR) 2018. All members of staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the settings confidentiality agreement. The setting will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement.

No member of staff will discuss individual children (unless it relates to the experiences of the day) out-with the setting with anyone other than the child's parents/carers without the parents' permission. At all times any information given by the parents or the children will be treated with the safety and wellbeing of the children in mind. Where a staff member feels that it is in the best interests of a child to pass on information, they will discuss this with the nursery manager in the first instance and appropriate action will be taken. All parents should note that in cases where there is a child protection concern for a child the setting has a legal responsibility to share this information and as such it does not fall within the scope of this policy.

Parents and carers should feel that they can talk to a member of setting staff in complete confidence, if you would like this please speak to the member of staff of your choice, this information will not be shared unless it is in the best interests of the child, if the information is shared parents should feel secure that only setting staff will be privy to this information. Any information given to us about parents or children at the nursery will be treated with the utmost respect and will remain confidential to all except for nursery staff. (Please note staff will only be informed of any confidential information if it is important to the welfare of the child). Any information that a child gives us will be treated with the same confidentiality as that of their parents. If a child wishes to give us information that they do not feel they can share with their parents, we are obliged to treat that information in strictest confidence unless it is of detriment to the welfare of the child.

**Records and Storage of Records**

To ensure the smooth running of the setting we keep a variety of records including health and safety records, financial records, employment records of staff, students and volunteers and development plans. We also keep records of the children including:

* Personal Records
* Developmental Records

**Personal Records** will record information including registration and consent forms, contact information, correspondence from other agencies regarding the child and or family, health issues and any other, relevant, confidential information. These records will be stored securely in a lockable cabinet. Parents will have access only to their own child’s file.

**Developmental Records** may include samples of the children’s work, photographs, observations of the child’s progress in the setting and any other relevant information pertaining to the child’s progress. These records are usually kept online or on site, and can be accessed and contributed to by children, staff and parents. Parents will only have access to their own child’s records.

All information regarding children and/or their families will be accurate and up to date and shared only with the appropriate staff. All confidential information will be kept within the confines of the setting and will not be removed unless it is in e-format and password protected. Each child’s personal records concerning information relating to medical matters, child protection matters, additional support needs will be retained for a ten year period and safely disposed of by shredding, pulping or burning. In collecting, holding and processing personal data the setting complies with current GDPR rules and guidance. Any information that a parent wishes to give us about their child will be treated in strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation. Parents will be asked for their permission if the information is to be shared out-with the setting.

If you wish to speak to us about this policy, please contact the Nursery Manager.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*