



Policy reviewed on 15.03.17

Confidentiality Policy

Aim:

To provide a secure environment where records are kept in confidence and are only shown to relevant people. To provide an environment where parents / carers feel able to share something in complete confidence with a member of staff.

The Exwick Ark's work with children and families will sometimes bring the provision into contact with confidential information. To ensure that all those working in and using the provision can do so with confidence, the Exwick Ark will respect confidentiality in the following ways:

- Children's personal records (registration forms, parent consultation records, incident and accident records, behaviour management records, Special needs) will be stored in a secure environment (a locked filing cabinet) where only staff and the child's parent/carer on request have access to sensitive information. This includes information on the Registration Form.
- Information from children's registration forms and financial records are also stored online on the child's play website. Room leaders, managers and admin staff have access to a secure login which is password protected. This password must not be shared beyond these members of the nursery staff. The computer should not be allowed to remember the password.
- Children's developmental records are stored online using the Elite Pathway website. Each family worker has a secure login which is password protected. Staff may not give their password to anyone who is not a member of the nursery staff. Staff should not allow the computer to remember the password, it should be put in each time. Staff may access a child's educational records at home but must make sure they remain confidential.
- All staff have confidentiality training as part of their induction training. The staff are expected to treat information shared with them about an individual in strict confidence.
- An area for confidential conversations is available in the Parent area or the conference room.
- If a member of staff feels the need to share information with someone else they will normally tell the person who has shared with them that this is what they feel is necessary. Confidential information given by parents/carers to the Provision Supervisor/Manager or family-worker will not normally be passed on to other adults without permission of the parent/carer.
- If information is shared without permission we will follow the guidance issued by the DCSF in their publication "Information sharing: pocket guide" which is kept with this



policy. Reasons for choosing to share the information will be recorded in our confidential file.

- Any discussion within the nursery setting with regards to individuals will remain within the setting unless there are reasons to pass on the information (for example suspected abuse of someone which needs to be reported).
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's family worker/Supervisor and the Supervisor of the setting;

- Staff records will be kept in a locked filing cabinet which only the supervisors have keys to.
- Students on placement within the Provision will be advised of the confidentiality policy and are required to respect it.
- The nursery is registered with the Information Commissioner and Complies with the Data Protection Act.
- Personal Information is kept on Administration Computers which have passwords to prevent access to records. The computers are kept secure and are not left un-attended where people might be able to look at the information or easily steal them. Staff must ensure electronic data is fully deleted once printed if their computer is not password protected. Paper copies should be shredded when no longer needed.

Any staff member found to be breaking our Confidentiality policy will be subject to disciplinary procedures (see Disciplinary Policy and Procedures).

Signed: