



## Confidentiality Policy

### Policy statement

Little Elms aims to comply with all legislation for maintaining confidentiality and implements this policy to ensure individuals rights to confidentiality is managed fairly, and in accordance with current legislation.

Little Elms collects, manages and stores confidential information in line with the General Data Protection Regulations (please see GDPR Policy and Privacy Notice).

### Confidential Information

We recognise that we have access to confidential information which is shared with us by children, families and staff in order for us to operate our services.

Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.

### Legal Requirements

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery

We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

### Procedures

It is our intention to respect the privacy of children, their families and staff and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer which is password protected and accessible to only those who are permitted to have access to the information.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action. Students on placement in the nursery are advised of our confidentiality policy and are required to respect it.
- Ensuring that all staff, volunteers and students are aware that ALL information they have access to relevant to the nursery is kept confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs or it is in the best interests of the child



- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will always override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being

*Associated Documents:*

- *General Data Protection Regulations Policy & Privacy Notice*
- *Information Sharing Policy*
- *Employee Handbook*