

CONFIDENTIALITY POLICY

Hopes and Dreams' work with children and their families will often bring the Nursery School into contact with certain confidential information. It is a legal requirement for the Nursery School to hold information about the children and families using the Hopes and Dreams facilities and the staff working at the Nursery School. This information is used for registers, invoices and emergency contacts. However, all records will be stored in a locked cabinet in line with Data Protection legislation.

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

- Storing confidential records in a locked filing cabinet
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the Nursery School
- Ensuring that parents have access to files and records of their own children, but not to those of any other child
- Gaining parental permission for any information to be used, other than for the above reasons
- Ensuring that all staff, through their close relationships with both the children and their parents, learn more about the families using the Nursery School
- Ensuring that all staff are made aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for any reason, the parent's permission will always be sought
- Ensuring that all staff do not discuss personal information given by parents with other members of staff, except where it affects planning for a child's needs
- Ensuring that all staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff were to breach any confidentiality provisions, this may result in disciplinary action, and in more serious cases, dismissal. Students on placement in the Nursery School are made aware of our confidentiality policy and are required to abide by it
- Ensuring that all staff, students and volunteers are aware of and follow the Nursery School's E-Safety policy (covering social networking) in relation to confidentiality
- Ensuring issues concerning the employment of staff remains confidential to anyone directly involved with making personnel decisions
- Ensuring that 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, Hopes and Dreams' Safeguarding Policy will override any right to confidentiality

All the undertakings above are subject to the paramount commitment of the nursery to the safety and wellbeing of all children and staff alike.

Reviewed on: September 2019

Signed on behalf of the Nursery School: .....

Next review date: September 2020