



## Policy Statement & Procedures

At Foxglove Violet Hill, we are frequently in contact with confidential information. To ensure that all those using and working in the Nursery can do so with confidence, we respect confidentiality in the following ways:

- Parents/carers will have ready access to files and records of their own children but not any other child. It is important to share information with parents/carers and with one another in order to support the child's development.
- Staff will only discuss individual children with the parents/carers of that child or other staff members.
- Information given by parents/carers to Nursery staff will not be passed on to third parties without the parents/carers permission. For example, advice from outside agencies and professionals.
- Personal issues will remain confidential to the people involved.
- Any safeguarding matters relating to any child will be kept in a confidential file and will be shared within the Nursery on a 'need to know' basis.
- The Nursery is aware of its responsibilities under the General Data Protection Regulations 2018 and where relevant the Freedom of Information Act 2000. It is also registered with the Information Commissioner's Office (ICO).

## Who is Responsible?

It is the responsibility of all members of staff to ensure that all confidential information including personal records for children, parents and staff remain confidential and within the confines of the setting. The information stored in the nursery files about the children is available only to Nursery staff and the individual child's parents. This information is stored securely. Observation and assessment data is stored by our online learning journey supplier, Tapestry. This is stored securely in line with our Tapestry contract and is available on request. Staff are permitted to log in to their Tapestry accounts from locations outside of the setting, provided they do not share their login information, logout securely at the end of the session and change passwords regularly.

All members of staff including volunteers and work experience will be aware of the Confidentiality Policy and will be required to accept and sign the Nursery's confidentiality agreement. At all times, any information given by parents or children will be treated with the safety and wellbeing of the children in mind.

The Nursery will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement.

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All parents/carers should note that in cases where there is a safeguarding 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.

### **Who has access to stored information?**

Staff members have access to the personal files of the children at the nursery. The Principal stores this information securely and staff members have access to the files as needed.

Electronic copies of files are only accessible by the Principal and any emails including sensitive information are sent via secure email.

Parents have a right to request access to their children's files from the Principal at any time.

Children's records include:

- Developmental progress and achievements
- Photos and copies of their work as evidence
- Admissions forms
- Consent forms
- Attendance records
- Contact information
- Medical information
- Accident or Incident reports
- Early Education Funding claims
- Any other information provided by parents.

### **Meetings with Parents and Staff**

Confidential information may often be shared verbally between parents and staff. This should be done in a quiet environment where other parents and children are not in earshot.

When staff members discuss children with each other, they should do so confidentially and away from other parents and children.

### **Personnel Information**

Staff members' files are stored securely by the Principal and are viewed and contributed to only by the Principal and as required. Staff have access to their own file on request.

Personnel Records include:

- Applications/CVs

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- Contracts and induction records
- Payroll Information
- Absence and sickness records
- Continuing Professional Development and training records
- Peer observation and inspection records (internal or external)
- Authorisation forms
- Supervision meeting records.

### **Retention of Files**

When a child leaves the setting, the Principal decides which of their developmental records should be given to parents and which should be passed on to the child's next Primary or nursery .

When a staff member leaves the setting, they take with them their Continuing Professional Development Records and other files at the discretion of the Principal.

Other files may be retained at the Nursery for a reasonable period of time after the child or staff member has left.

Ofsted and Local Authority inspectors also have access to all records kept on the nursery premises.

Reference should also be made to the following policies;

- 04** Equality of Opportunity
- 11** Special Educational Needs and Disabilities
- 12** Work Experience
- 18** Safeguarding Children
- 20** Whistleblowing
- 21** Code of Conduct for Staff
- 22** Mobile Phone, Electronic Devices and Camera
- 28** Social Networking

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Signed for and on behalf of Foxglove Violet Hill

Lindsey Harvey (Principal) :

Date :

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