

Confidentiality Policy

We respect everyone's right to privacy, and care and due consideration is given over decisions to break confidentiality.

We aim to protect the child at all times and to give all staff clear, definite guidance as to their legal and professional roles and to ensure good practice throughout the nursery.

Staff are required to understand the importance and are aware of the need to keep privacy and confidentiality between Parents/carers and the nursery. Staff will ensure confidential information such as registers and paperwork are locked away, using the nursery tablets with no shareable passwords.

If any child safeguarding investigation is conducted, or a child protection case arises, any information will only be shared on a need to know basis. All information will be shared with any child safeguarding and child protection agencies.

Confidentiality will be observed unless a child's need for protection requires the sharing of information.

Staff will never relay private conversations with each other to any other members of staff other than Senior Management in cases of concern.

Social Media and Photographs

Permission will always be sought from parent/carers with regards to photographs being taken of their children which would be used for advertisement and publications. Parents are asked to sign a permission form for the following:

1. Declarations of consent
2. Sharing Information
3. Photography/Recordings
4. Outings
5. Face Paints

Parents will have given permission on the childcare service agreement for use on Tapestry. Other permissions are also sought before sharing of information.

Any data breaches would be reported to the Information Commissioners Office in line with the Data protection regulations.

Reviewed 15th July 2024