



## **Confidentiality Procedure**

Peter Rabbit Nursery is committed to keeping information about children, parents and carers and staff as confidential as possible. At Peter Rabbit Nursery we respect every adults and child's rights to confidentiality; with this in mind would all parents please be aware of the following points.

### **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 remains confidential and within the confines of the setting following the General Data Protection Regulations (GDPR) 2018.

The information stored in the nursery files about the children is available only to Setting staff and the individual child's parents. This information is stored securely. Please see the Data Protection and Information Sharing Policies for further details.

Parents and carers should feel that they can talk to a member of setting staff in complete confidence, if you would like this please speak to the member of staff of your choice, this information will not be shared unless it is in the best interests of the child, if the information is shared parents should feel secure that only setting staff will be privy to this information. Parents will be asked for their permission if the information is to be shared out-with the setting.

Any information given to us about parents or children at the nursery will be treated with the utmost respect and will remain confidential to all except for nursery staff. (Please note; staff will only be informed of any confidential information if it is important to the welfare of the child).

Any information that a child gives us will be treated with the same confidentiality as that of their parents. If a child wishes to give us information that they do not feel they can share with their parents we are obliged to treat that information in strictest confidence, unless it is of detriment to the welfare of the child.

Any information that a parent wishes to give us about their child will be treated in strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation. Where a staff member feels that it is in the best interests of a child to pass on information they will discuss this with the project manager in the first instance and appropriate action will be taken. No member of staff will discuss individual children (unless it relates to the activities of the day) out-with the setting with anyone other than the child's parents/carers without the

parents' permission.

All confidential information will be kept within the confines of the setting and will not be removed unless it is in e-format and password protected.

### **Who is Responsible**

All members of setting staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the settings confidentiality agreement.

At all times any information given by the parents or the children will be treated with the safety and wellbeing of the children in mind.

The setting will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement. All parents should note that in cases where there is a child protection 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

If you wish to speak to us about this policy, please contact the Nursery Manager.