



Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our nursery. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

- Confidentiality is maintained at all times within the nursery, and by all members of staff. Information concerning children and their parents is never discussed outside the nursery.
- All information provided by parents concerning their child is held confidentially at the nursery.
- Parents' personal information is kept confidential at all times, and never divulged to anyone.
- Staff contracts have a confidentiality clause drawn into it and the requirement to abide by our **Mobile Phone and Social Networking Policy**. This is signed by all staff members. Staff induction includes an awareness of the importance of confidentiality.
- Information shared by parents with staff members regarding their child is passed to other staff on a 'need to know' basis.

We keep two kinds of records on children attending Millfield Nursery School:

Developmental records

- They are usually kept in the nursery office/staff room and can be accessed, and contributed to, by staff, and the child's parents.

Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters. These records are stored in each child's personal file in the cabinet in the nursery office/staff room.
- Child Information forms containing emergency contact numbers and health information are stored in the Quiet Room at the nursery where all staff can access them quickly.
- Parents can access the files and records of their own children but do not have access to information about any other child.

Other records

- Issues to do with the employment of staff remain confidential to John and Liz Miller.

Students who are training, and when they are observing in the setting, are advised of our **Confidentiality Policy** and required to respect it.