



Pre-School and Nursery

Confidentiality Policy

Approved by: Nick Gregory, Owner

Signed:

Date: 24th May 2023

Review Date: 24th May 2024

Confidentiality Policy & Procedure

Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality Education and Care.

Aim

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.

Methods

To ensure that all those using and working in the nursery can do so with confidence, we respect to confidentiality in the following ways:

- Parents have ready access through Tapestry, our monitoring and recording of their individual child's development, but do not have access to information about any other child.
- Parents are informed that we have a requirement to share at times, details of their Child's development and personal details with other settings or Hampshire County Council and Ofsted.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the Key Person
- 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
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible, and on the Manager's and Owner's computers which both have password protected which only Management know the access to.
- All stored information is stored on external hard drive which also is password protected, with limited management personnel knowing the password.
- Computer and hard drive passwords are change if knowing staff leave / or termly to ensure effective security of informs that is stored.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
- Staff, students and volunteers are advised of our confidentiality policy and are required to respect it. Each member of staff or person working within the nursery are required to read and sign to confirm they have read, understood and are happy to follow the policy.

Little Munchkins is registered with the information Commissioner's Office Data Protection Registration Number 29710276

This policy was adopted by Little Munchkins on 24/05/2023

Signed on behalf of Little Munchkins:

Nick Gregory, Owner

Next review date: 24/05/2024