



The Enchanted Rose Garden Nursery and Preschool

Confidentiality

At The Enchanted Rose Garden Nursery and Preschool, we believe that the welfare and safety of every child is paramount and we are aware of our responsibilities under the following legislation:

- *Data Protection Act 1998*
- *Freedom of Information Act 2000*

We therefore respect the need for confidentiality

A copy of the nursery policies are available on request to parents, however these can also be located on our website and in the office.

The enrolment forms and any medical checks are protected by the Data Protection Act. Data is also stored on the Nursery's Administration System which is password protected and to which only senior members of staff have access to. We recognise that, at The Enchanted Rose Garden Nursery and Preschool, we often have access to information of a confidential or sensitive nature and all staff are made aware of the need for confidentiality and respect this.

Documents of a confidential nature are stored in a locked filing cabinet in the main Office. Written reports of a confidential matter are only made available to staff on a 'need to know' basis.

Any records made of children are done so in the strictest of confidence and will not be made available for other parents to see. If a parent would like to see any information regarding their child, they are more than welcome to do so. Parents have ready access to the confidential files and records of their own children but do not have access to information about any other child. Parents are asked to consider and respect the confidentiality of other parents and children when accessing their own child's Learning Journals as other children from the nursery maybe in the background of photos and videos that have been taken.

Staff members are aware of the need to maintain privacy and confidentiality and that it is not acceptable to discuss any information regarding the children, parents or staff outside of the Nursery or with any other parents. The business' relationships with parents, customers and early year's partners are valuable assets that can be damaged through a thoughtless comments and breaks in confidentiality.

Therefore staff must not post anything onto social networking sites (e.g. Facebook/Twitter) that would offend any other member of staff or parents using the nursery. We strongly suggest that staff do not choose to allow parents to "be their friend" or view their page on the social networking sites. However if staff members do choose to add parents to their personal sites, then their relationship must remain professional at all times, and must not contain any reference to nursery practice, staff who attend the nursery or thoughts and feelings on the day's events in a negative way, if this is found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

When students on placement for recognised qualifications and training are observing in the nursery rooms, they are advised of our confidentiality policy and required to respect it. Students are asked to approach and obtain written agreement from parents individually if they would like to observe and keep records of their child as part of their training. Children's names or other identifiable information will not be used by students in their work.

Visitors are asked not to take photographs of children and are advised of our confidentiality policy.

Staff are issued with a contract at the start of their employment; this contains a section regarding confidentiality. Employees are to sign their contracts to say they agree to all of the information before they start to work at The Enchanted Rose Garden Nursery and Preschool.

Reviewed by Samantha Rennie and Sandra Zubyte

Review Date November 2020

Next review date September 2021