



## Confidentiality

### **EYFS overarching legal requirement:**

The provider have an implement a policy, and procedures to safeguard children. (3.4 pg 16)

### **Every Child Matters Outcome: Stay Safe**

It is a legal requirement for the nursery to hold information about the children using the nursery and its staff. Basic information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked cabinet and are subject to the Data Protection Act.

The staff through their close relationships both with the children and their parents may learn things about the families using the nursery. All staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk, our Safeguarding Children Policy will override confidentiality.

Confidentiality will be respected by all members of the nursery staff, students on placement and volunteers in the nursery.

All information kept on children and their families, students, volunteers and staff will be kept in a secure environment and only available to relevant staff when necessary.

Any student on placement or volunteers will be made aware of the confidentiality policy; they will not participate in team meetings or have access to confidential documents

Information shared by parent/carers will not be passed on without permission from the parent/carer.

Written permission will be sought from the parent/carers to take photographs of their children for use in the nursery. For any photograph to be used by students or for use outside the nursery, extra verbal/written permission will be asked for.



Recent events have highlighted the misuse of different forms of social networking sites and mobile phone photography.

St Bede's Childcare Ltd strictly forbids the use of any mobile phones and the use of any form of communication regarding any children they may care for on social networking sites.

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