

LITTLE STARS NURSERY POLICIES

Caesars Way, Folkestone, Kent. CT19 4AH

Telephone 01303 277773

CONFIDENTIALITY POLICY

- Parents have ready access to the files and records of their own children but do not have access to information about any other child
- 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.
- When keyworkers are making direct notes or observations relating to children in the setting they are identified by first name or initials only.
- Keyworkers do not allow access to children's records/personal profiles to any other professional without the express permission of the parents.
- Children's personal profiles are stored away from visitors in the setting and staff remain vigilant to protecting their contents when other personnel are present in the setting.
- 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 locked office whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Students on Nursery Learning Alliance or other recognised qualifications and training, when they are observing in the nursery, are advised of our confidentiality policy and required to respect it.

- The nursery is registered with the Information Commissioner observing all terms of Data Protection and Confidentiality.

- All electronic data is password protected and accessed by the manager of the setting only.

- All electronic devices used by the nursery which may contain children's names or addresses are kept in a secure locked filing cabinet on the premises.

This policy was reviewed on 11th November 2017

The policy review date is: September 2018