



## **Confidentiality**

### **Aim**

To protect the children at Little Discoverers at all times and to give staff clear, unambiguous guidance as to their legal and professional roles, to ensure good practice throughout the nursery which is understood by everyone.

Little Discoverers put the child at the heart of the learning process and provides a safe and secure learning environment. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. The nursery is mindful that they are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

### **We aim:**

- To provide consistent messages about handling information about children, families or staff once it has been received
- To foster an ethos of trust within the nursery
- To ensure that staff, directors, parents and children are aware of the Nursery's confidentiality, policy and procedures
- To reassure children that their best interests will be maintained
- To ensure that children and parents/carers know that nursery staff cannot offer unconditional confidentiality
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender, sexual orientation and special educational needs
- To ensure that in cases of child protection issues the correct procedure is followed
- To ensure that confidentiality is a whole nursery issue and that in all activity's ground rules are set for the protection of all
- To understand that any external agencies may be bound by a different code of conduct
- To ensure that parents have a right of access to any records the nursery may hold on their child but not to any other child that they do not have parental responsibility for.

### **Guidelines**

- All information about individual children is private and should only be shared with those staff who need to know.
- All social services, medical and personal information about a child should be held in a safe and



secure place which cannot be accessed by individuals other than the designated officers

- The nursery continues to actively promote a positive ethos and respect for the individual through ensuring:
  - The manager of the nursery is the designated Safeguarding officer and will regularly attend relevant training.
  - There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues
  - There is clear guidance for procedures if a member of staff is accused of abuse
  - Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue
  - Staff are aware of the need to handle all issues about different types of families in a sensitive manner
  - Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the Nursery school behaviour policy
  - Parents/carers and children need to be aware that the nursery schools cannot guarantee total confidentiality and have a duty of care to report child protection issues
  - The nursery prides itself on good communication with parents and carers and staff are always available to talk to both children and parents and carers about issues that are causing concern. The school encourages children to talk to parents and carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure unless such action puts the child at greater risk before going on to inform the correct authorities
  - Photographs of children should not be used without parents and carers permission especially for social media use. At no time should the child's name be used with a photograph so that they can be identified unless previously agreed by parents. The nursery to give clear guidance to parents about the use of cameras and videos during public school events such as pictures of other children must not be posted on social networking site
  - No mobile phones are allowed in the rooms where the children are. Staff phones must be stored in lockers in staff room

### **Data Protection Act**

All staff working at the Nursery should have regard for the Data Protection Act and ensure the laws are applied.



### **Parent and carers contact details**

These will be held in the setting and are NOT available for other parents' information.

### **Press and Photographs**

Positive press coverage is encouraged through articles and social media. Permission is sought from parents/carers with regard to photos being taken of their children, which may be used to celebrate children's work.

Permission is sought from parent/carers for photos to be taken of their child for evidence purposes, with regard to planning the curriculum and for decorative displays within the nursery.

### **Children's records**

Children's records are occasionally taken home by staff members. They will ensure that these are kept confidential and in a secure location.

### **Conclusion**

Little Discoverers has a duty of care and responsibility towards children, parents/carers, staff and governors. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

**To be updated: August 2021**