

# **Tiddlywinkers Day Nursery**

## **Confidentiality Policy**

### **Principles**

**Young children and families are entitled to expect that any information about health, family circumstances, children's development and behaviour shared with or observed by staff will be treated in the strictest confidence.**

### **Policy statement of intent**

**Tiddlywinkers Day Nursery confirms the right for all information, records and observations, to be treated with respect and due attention to confidentiality and privacy.**

### **Procedures**

**We will ensure that:**

- **All application forms and records of children attending Tiddlywinkers Day Nursery will be kept by the manager in a locked filing cabinet in the office and will be retained for an indefinite period or until the children leave the nursery. The accident and incident forms will be retained indefinitely, in keeping with guidance from the early year's team and data protection.**
- **Parents have access to their own child's records at any time, they will sign and date that they have accessed the information and they will not have access to information about any other child.**
- **Any information given to the manager by parents will not be passed onto anyone without permission from the parent unless it is in regards to a child protection issue. If staff members need to be made aware of anything, it will only be on a need to know basis.**
- **All information will be kept confidential by all staff and it will not be discussed inside or outside the nursery.**
- **All issues referring to the employment of staff will remain confidential to those persons who are directly involved with personnel decisions. These records will be retained for 7 years.**
- **All staff and students will be made aware of this policy**
- **Any breach of confidentiality by a member of staff will lead to disciplinary action which will be carried out by the manager and proprietor.**

**Policy agreed and adopted by:**

**Manager:** \_\_\_\_\_

**Proprietor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

