



## Confidentiality Policy

At Enchanted Day Nursery we ensure that all staff are aware and understand the need to protect the privacy of the children in their care. Throughout the day, staff will come into contact with confidential information. To ensure that this is kept in confidence we will:

- Ensure staff do not discuss individual children with anybody other than the parent/carer of that child
- Personal issues will remain confidential to the people involved
- Parents/carers are given access to their own child's records but no other child
- Ensure staff do not divulge information outside of the setting

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery. All confidential information is stored in a locked filing cabinet or on the office computer with files that are password protected. We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Parents/carers are given access to all records about their child, unless there are exemptions that apply to their disclosure under the Data Protection Act 1998 - this could involve information that could cause harm to the child or any other individual. In most circumstances, the nursery will gain permission from the parent/carer if personal data is to be shared with another professional. However if there is a child protection concern, the nursery is able to consult relevant authorities without asking permission from the parent/carer. Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in the nursery lobby.

Staff are also allowed access to their personal file information which relates directly to them. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions. Students/volunteers to the nursery are advised of our confidentiality policy and asked to adhere to it. Any student/volunteer observing children, will gain the permission from the parent/carer before doing so.

The nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.