



## **Confidentiality**

### **Introduction:**

BCoT nursery takes confidentiality seriously and respects the privacy of the children and families who use the nursery, while ensuring that they access high-quality early years care and education. This policy and procedures ensures that families and staff can share information with us in the confidence that it will only be used to enhance the welfare of their children. We use and share information within the framework of the Data Protection Act 1998 and the Human Rights Act 1998, please see our Data protection policy.

### **Procedures:**

- Parents have access to the records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of planning and group management, with people other than the parents/carers of that child.
- It may be necessary to share information about a child with, for example, other agencies or professionals, or possibly social care or the police. If we judge that information needs to be shared with another agency we will ask for consent from a parent/carer, except in exceptional circumstances in which the safety or welfare of the child might be in jeopardy.
- Any concerns and evidence relating to a child's personal safety will be kept confidential and will be shared on a need to know basis.
- Some parents may share information about themselves or their child with other parents. BCoT nursery cannot be held responsible if information is shared by those parents whom the person has confided in.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- All staff, volunteers and students within the nursery are informed of our confidentiality policy and are required to adhere to it.
- All records, whether on paper or electronic, are kept securely. No-one outside the nursery staff have access to any information kept regarding the children and families attending BCoT nursery.

All the undertakings above are subject to the paramount commitment of the nursery, which is committed to the safety and well-being of each child.