

Confidentiality Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Human Rights Act 1998
Data Protection Act 2018	Convention on the Rights of the Child, UNICEF 1992
Freedom of Information Act 2000	

The Nursery's work with children and families brings us into contact with confidential information. To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child. The setting will ask for ID and proof of parental/legal responsibility for individual children before providing any information.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child. Parental consent is gained to allow staff to share information with other professionals working with/ for the family.
- Information given by parents/carers to the Nursery Manager/Supervisor or Keyworker will not be passed on to other adults without permission with the exception of Safeguarding Children issues.
- Issues concerning employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personal decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's Keyworker and other appropriate professionals.
- All files are locked away during nursery closure to ensure data protection.
- Merry go Round is registered with ICO (Information Commissioner's Office).

Students on placement at Merry go Round are reminded at all times about confidentiality. This also applies to external professionals. Students may need photographic evidence for their files, of which parents will be personally informed and appropriate permission sought. All photographic evidence is recorded on nursery equipment only and is overseen by the Supervisor.

All the undertakings above are subject to the paramount commitment of the Nursery, which is to the safety and well-being of the child as outlined in our Child Protection and Safeguarding Policy.

The work carried out by Merry go Round is treated as confidential so far as allowed by law. Employees of Merry go Round sign and agree to the terms and conditions of their contract, agreeing to adhere to this policy and these obligations will apply after they have left the Company's employment. They are not permitted divulge any confidential information to a third party. No employee, either current or former, is to discuss or disclose any information, confidential or otherwise, to other parties. As breaching confidentiality is a criminal offence, Merry go Round, or the individuals whose data have been breached, may report the employee/ former

Merry-go-Round Day Nursery Policy

employee to the police. This could lead to prosecution. Should a confidentiality breach occur, the Managers may contact the relevant bodies and further action may be taken.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed and amended 1st September 2023

Next review 1st September 2024