

Confidentiality policy

At Skallywags nursery, we aim to meet the individual needs of all children in our care; to do this it is important to share information with parents and with one another in order to support the child's learning and development.

At times, it may be necessary for the nursery to seek the help and advice from outside professionals to ensure children are receiving accurate support for their needs and sharing information is a vital part of this process. If this action is taken the parents permission will first be sought, unless it is a safeguarding issue, in which case the nursery must follow the correct safeguarding procedure as set out in our safeguarding policy (please refer to "our commitment to safeguarding children policy").

All members of staff will agree to respect the nursery's confidentiality policy and will sign a copy of this document to indicate their agreement.

Objectives

- On starting the nursery, we aim to inform parents/carers how and why information may be shared.
- We will always consider the safety and welfare of children when making decisions on whether to share information about them.
- We will where possible respect the parents and child's wishes that do not consent to share confidential information, although in some cases we may have to override this lack of consent.
- We will ensure that we seek advice if we are in doubt about sharing information, especially if it relates to the safety and welfare of a child or family.
- We will ensure that all information is accurate and up to date and only shared with those who need to see it.
- All documents containing information relating to children, their families and staff is kept confidential and locked securely in private files.
- We aim to always record the reasons for our sharing information decisions, whether it was to share information or not.

All practitioners of Skallywags nursery follow our code of conduct, which states that all information passed to them from parents, must not become public knowledge and should only be passed to the managers if they feel the welfare of that child or family is at risk.

The freedom of information act (2005) gives parents the right to request from the setting all the information we hold on your child and family. This instruction must be carried out within 1 month of the request; however the nursery has the right to withhold information if it is a security matter.

Reviewed: 9/5/13
by Karen Sproul (Manager)