

Confidentiality Policy

It is essential to hold personal information about children and parents who use this service. Information will be stored in a locked cabinet in the office in line with the Data Protection Act, and will never be left for any unauthorised person to view others details.

Information about children is important for staff to be aware of with parental permission for example any allergies or medical conditions. Personal information of a child or family will be kept confidential and never be shared with other adults or parents unless permission is given prior.

If a parent wishes to speak in confidence regarding their child or personal situation, this can be done best by making an appointment so that the other children's care is not affected and will also give the parent chance to speak in confidence and private.

Records

Ensuring Data Protection Act is followed at all times the written information that will be held is listed below:

- Staff details including qualifications, a copy of their CRB, their address and emergency contact numbers.**
- Children's information including addresses, contact numbers, medical history and additional information deemed important.**
- All policies and procedures.**
- All documents relating to the premises and business.**

Children's Profiles

During their time with us we keep individual files on the children's progress and achievements. Parents/carers are welcome to view there own child's file and make their own contributions.

Staff Confidentiality

Where the confidentiality of the children and their parents/carers using our setting is very important we also ask that parents/carers and other members of staff or trainees consider our own confidentiality. We ask that if you hear any conversations between

my own family or staff members, that you respect our confidentiality and do not repeat anything you hear outside of our setting.

I will only allow our confidentiality to be broken should you suspect a child may be at risk in our care and ask that you speak with us first before you inform Social Care so you are clear of the facts.

We ask that you do not share any personal information you may come across with others, and respect our privacy outside of working hours.

Please read our Social Network Site Policy in conjunction with this section.