

# Confidentiality Policy

Date: September 2018

Review Date: October 2019

Confidentiality involves protecting personal information held about an individual child, adult or family. The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject:

- The nursery will comply with the Data Protection Act 1998
- Parents often share personal information to staff and it is Newton Westpark Nursery policy that this information must be held in confidence. However the member of staff must inform the parent this information will be shared with the nursery manager.
- If a parent involves a member of staff in discussions about any aspect of nursery operations they must inform their manager immediately.
- Parents are required to supply personal information as part of their contract with Newton Westpark Nursery; this information is held in the office inside the nursery premises. Managers will disseminate any information required to facilitate care for the Individual child.
- Information such as emergency contact numbers are kept within the office, the child is base lined and information about any specific dietary needs that could have serious medical implications are made clear to all staff.
- Parents have access to information about their child but not information about personal details of any other child.
- Any potentially sensitive information relating to the child's personal safety should only be shared by those directly involved in the child's care within Newton Westpark Nursery.
- In some circumstances it is not appropriate to promise absolute assurance of confidentiality to those who disclose or talk about personal problems.
- Staff who unwittingly or deliberately breaks the confidence of a parent or that of Newton Westpark Nursery will be subject to the nursery's formal disciplinary procedures, unless this was due to safeguarding.
- During induction parents sign to say that a member of the management team has discussed safeguarding and that they understand our legal duty to report any concerns to Social Duty.
- Anything that happens at nursery must not be discussed outside.
- It is expected that staff should contact themselves in a professional manner in all public areas, e.g Facebook, Twitter.
- Staff should not accept children into their Facebook or Twitter discussion area.
- Be aware that other people could be listening in if you are discussing a confidential matter.

Management Signature: .....

Date: .....