Confidentiality Policy

Little Monsters Day Nursery

1. Statement of Intent

At Little Monsters Day Nursery, we are committed to protecting the privacy, dignity, and rights of children, parents, carers, and staff.

We recognise the importance of handling personal information responsibly and sensitively. All information is collected, stored, and shared in accordance with legal requirements and best practice to support children's welfare, learning, and development.

This policy supports the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements and data protection legislation.

2. Aims

We aim to:

- Protect the confidentiality of children and families
- Ensure information is used appropriately and lawfully
- Promote trust between families and the setting
- Comply with data protection legislation
- Support safeguarding and child welfare

3. Legal Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Children Act 2004
- Safeguarding Legislation

4. Responsibilities

Manager/Owner

The Manager is responsible for:

- Ensuring compliance with this policy
- Overseeing secure record storage
- Responding to data requests
- Training staff on confidentiality

Staff and Volunteers

All staff, volunteers, and students are responsible for:

- Maintaining confidentiality at all times
- Following data protection procedures
- Reporting any data breaches immediately
- Signing confidentiality agreements

Parents and Carers

Parents are encouraged to:

- Provide accurate information
- Respect the confidentiality of other families

5. Types of Records Kept

We maintain two main types of records:

5.1 Developmental Records

These include:

- Observations and assessments
- Learning journals
- Samples of work
- Progress summaries

These records:

- Are used to support learning and development
- Are accessible to parents of the child
- May be shared with professionals with consent
- Are stored securely when not in use

5.2 Personal and Confidential Records

These include:

- Registration and admission forms
- Medical and consent forms
- Safeguarding records
- Correspondence
- Reports from external agencies
- Meeting minutes
- Records of significant concerns

These records:

- Are stored in locked cabinets or secure digital systems
- Are accessed only by authorised staff
- Are kept separately from learning records
- Are treated as strictly confidential

6. Staff and Personnel Records

- Staff records are stored securely and accessed only by authorised personnel.
- Information relating to employment matters remains confidential.
- Students and trainees are informed of confidentiality requirements before placement.

7. Sharing Information

Information will only be shared when:

- Parents have given written consent, or
- There is a safeguarding concern, or
- There is a legal requirement, or
- It is in the child's best interests

We follow information-sharing guidance and work closely with safeguarding partners when required.

8. Access to Records

Parents have the right to access records relating to their own child in line with data protection legislation.

Procedure:

- Requests must be made in writing to the Manager.
- Requests are acknowledged within 5 working days.
- Access is provided within one month (in line with GDPR requirements).
- Records are reviewed before disclosure.
- Third-party information is removed where consent is not provided.
- Parents are invited to view records with the Manager present.
- Copies may be provided where appropriate.

Legal advice will be sought where necessary.

9. Storage and Security

We ensure that:

- Paper records are stored in locked cabinets
- Digital records are password protected
- Data is backed up securely
- Access is restricted to authorised staff
- Records are retained in line with retention schedules
- Information is disposed of securely

10. Data Breaches

Any suspected data breach is:

- Reported immediately to the Manager
- Investigated promptly
- Recorded
- Reported to the Information Commissioner's Office (ICO) where required
- Communicated to affected parties if necessary

11. Safeguarding and Child Protection

Confidentiality will never override safeguarding duties.Where there are concerns about a child's safety or welfare, information may be shared with appropriate agencies in line with safeguarding procedures.

Staff always follow the Safeguarding and Child Protection Policy

12. Training and Awareness

All staff receive training on:

- Data protection
- Confidentiality
- Information sharing
- Safeguarding responsibilities

This is reinforced through induction and supervision.

13. Policy Review

This policy is reviewed annually or when:

- Legislation changes
- EYFS guidance is updated
- Ofsted recommendations are made
- A data breach occurs

14. Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**

Date: _____

Review Date: _____

Signed: _____

Role: Manager / Owner