

## CONFIDENTIALITY POLICY

| Issue Number | Reason for Issue              | Issued by     | Date     |
|--------------|-------------------------------|---------------|----------|
| 2            | Revision to existing document | S Milham      | 15-06-06 |
| 3            | Revision to existing document | A fuller      | 14-04-08 |
| 4            | Revision to existing document | CJ Silverlock | 04-06-10 |

### 1. Statement

Sunshine Nursery regards confidentiality to be paramount in the interest of all children and their families who attend, or have attended the nursery and those on waiting lists. In accordance with the nursery 'Parental/care Partnership' and 'Safeguarding Children' policies, confidentiality must be kept to ensure that relationships can be developed based on mutual respect and trust.

### 2. Policy

- 2.1 All employees and students on placement must abide by the confidentiality policy and sign to say that they will do this at their induction.
- 2.2 Employee contracts and rates of pay are confidential.
- 2.3 The staff and management team will not pass on information given by the parents/carers unless permission has been given.
- 2.4 In accordance with Data Protection Registration employees will ensure that all personal information and files are stored correctly and securely when not in use.
- 2.5 Personal information about children must not be looked at by students on placement, unless specific written consent has been given by a parent.
- 2.6 Care should be taken when speaking on the telephone that no information is given on a child unless speaking to parents, emergency contacts or professionals from other agencies such as social services. If in doubt verify or seek advice and telephone back.
- 2.7 Observations used for qualifications and training must not use children's real names and require parental permission before commencing.
- 2.8 Observations on individual children may be seen by parents therefore they should not include real names of other children.
- 2.9 Staff will not discuss individual children with people other than the parents/carer unless for planning and management team purposes.
- 2.10 Safeguarding issues may necessitate referring a child who may be at risk of harm without prior parental consent, in accordance with the Safeguarding Children Policy.

Sunshine Day Nursery  
Policy & Procedure Document  
Confidentiality Policy

2.11 No staff member or student are allowed to discuss children, parents or anything to do with the company on any social networking site.

All the undertakings above are subject to the paramount commitment of the nursery to the safety and well being of the child.

Any breach of confidentiality will be taken as a serious offence and may result in a charge of gross misconduct, in line with the company's Disciplinary Policy.