



CONFIDENTIALITY

At Tree Tops Day Care, staff and volunteers can be said to have a “confidential relationship” with our families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements: means of storing and sharing information take place within the framework of the Data Protection Act and the Human Rights Act.

Tree Tops work with children and families will sometimes bring us into contact with confidential information.

Confidentiality will be respected as follows:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- **The nursery will endeavour to provide parents with a private comfortable room to facilitate any discussions with the appropriate member of staff.**
- **Staff will endeavour to deal sensitively and professionally with any confidential issues that may arise, concerning the children in our care and their families.**
- **The nursery staff will respect the feelings of the parents and deal with any sensitive matter in a calm and appropriate manner.**
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.

- Information given by parents/carers to the Nursery Manager or key carer will not be passed on to anyone other than staff members without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key carer/ Nursery Manager.
- Students will be advised of our confidentiality policy and required to respect and adhere it.
- A confidential file will be kept of any worries concerning a child's safety and this file will only be accessible to the Manager and child's Key person.
- We always check with parents whether they regard the information they share with us to be confidential or not.
- We keep all records secure and our setting is registered with the Information Commissioner's Office (ICO).

Some parents sometimes share information about themselves with other parents. The setting cannot be held responsible if information is shared beyond those parents whom the person has "confided in". In addition to this, staff, students and parents are advised to be cautious in the use of Internet social network sites. Any information concerning children at Tree Tops is subject to this confidentiality policy. Appropriate action will be taken if this policy is breached in any way.

All the undertakings above are subject to the paramount commitment of the Nursery, which is to the safety and well-being of the child. Also see our Safeguarding and Child Protection Policy.

All staff and students will adhere to this policy, failure to do so could result in disciplinary action.