**Busy Bodies Child Care Centre Ltd**

**Confidentiality Policy**

At Busy Bodies it is our intention to respect the privacy of children their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships which focus on respecting and valuing each other.

**Procedure**

To ensure that all those using and working in the nursery setting can do so with confidence we respect confidentiality in the following ways:

* Parent/carers have ready access to the files and records of their own children but do not have access to information about any other child. Parent /carers who would like to access this information are asked to speak to the Manager or Deputy Manager.
* Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planing for the child’s needs. All personal information is kept in a locked cabinet in the main room of which only the Manager and Deputy Manager have keys.
* Staff induction includes an awareness of the importance of confidentiality in the role of the key person and are given a copy of this policy to adhere to. All staff signs a code of conduct to say that they are aware of the policy and will follow it.
* Any concerns / evidence relating to a child’s personal safety are kept in a secure, confidential files and are shared with as few people as possible on a “need to know” basis. Any incidents that take place outside of nursery are put into an incident book and the parent / carer and Manager must sign and date it. This information is kept between the parent / carer and any relevant staff.
* Any concerns / evidence relating to a child’s personal safety will be shared with the parent / carer unless we feel this may put the child in further harm, this information is shared with as few people as possible on a need to know basis and will be passed onto social services by the Nursery Manager.
* Personal information about children, families and staff is kept securely in a lockable cabinet whilst remaining accessible as possible. The Manager and Deputy Manager are the only key holders for these files.
* The role of the child’s key worker is to ensure parent /carers can share confidential information regarding their child with a member of staff who the parent and child feel comfortable with and have good relations. The key worker has a role to keep this information confidential and to inform the Management if any issues occur.
* Any information given to a key worker is to be kept confidential at all times and it is the key workers job to be responsible for the children in their care at all times and using this information within their role to meet the needs of each individual child within their care.
* Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personal decisions.
* People on a training course who are required to do observations on the children are advised of our confidentiality policy and required to respect it. Students need to get permission off the Manager and the parent / carer before doing a child observation.
* Any information received during the recruitment process is kept confidential between the management team and candidates at all times. All unsuccessful applicants are shredded to ensure all person information is kept confidential.
* Staff supervisory and staff appraisals are conducts every month and any discussions that take place in this time are kept confidential between the staff members and management team.
* Adhere to date protection at all times.
* Recognise individual confidentiality and choice to not always wanted to be involved or participate.
* The building is securely locked and windows closed at the end of each day.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our policy on safeguarding children.

In the case of a member of staff not adhering to the confidentiality policy the disciplinary process may be implemented.

Data Protection

Busy Bodies keeps a considerate amount of information about all children enrolled such as name, age, ethnicity, development progress and health.

Some of this information may be forwarded to external childcare agencies only if permission is given by the child’s parent / carer.

All parents / carers have access to their child’s personal file at any time. All parents / carers are made aware of what information will be kept by the setting and sign the enrolment contract to say they agree with this.

The storage process is as follows:

* Childcare information - filing cabinet which is locked at the end of the day.
* Medicines details - filed and locked at the end of the day in the filing cabinet.
* We currently archive records for at least 21 years and 3 months.

This policy will be reviewed annually by all staff.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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