

04 - Confidentiality

Aim:

To ensure that all those working at Crescent Day Nursery have a clear understanding of the meaning and importance of maintaining confidentiality.

Rationale:

All parents/carers should be aware that information divulged about their family will be treated in confidence. No information regarding the family will be discussed with any third party without the consent of the responsible adult and their agreement, except in the case of safeguarding children.

Procedure:

We will respect confidentiality in the following ways:

1. As part of their induction, all staff/students are reminded of their responsibility to maintain confidentiality.
2. Staff will ensure that discussions regarding families will not take place in the presence of children; such discussions will only take place in private to maintain confidentiality.
3. Care will be taken with informal records such as diary notes, telephone messages etc. and these are also treated with sensitivity.
4. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file. Information about individual children will be shared between staff on a need to know basis.
5. Parents are welcome to access information on their child which has been recorded by our staff, but we are unable to share information recorded by other professionals without their permission. Parents/Carers will not have access to any information about other children.
6. Children/young people may wish to have access to their own files. However, it must be recognised that there may be information in their file that parents have requested not to be shared with their child. In which case parents would be consulted as to the best course of action.
7. All records will be stored in a locked cabinet. Access to this cabinet is restricted to named personnel.
8. Any confidential information will be shredded and disposed of appropriately.
9. Information which is stored on a computer will be password protected.

Reviewed annually