



Confidentiality

At Spring Park Nursery, we instil all staff members to be aware and understand the importance of confidentiality. Confidentiality involved includes protecting personal information held about an individual. Personal information has been defined as consisting of sensitive information regarding an individual.

To ensure that we meet the needs of all the children in our care it is important to share information with parents and staff to support the child's development. It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals/agencies, when this is the case, we will always seek the parent's permission first. Any information and knowledge will be on a 'need to know' basis and will be kept confidential.

The nursery will only breach confidentiality concerning a child and their family if the matter becomes a safeguarding issue.

The children's personal information files are kept in a locked cabinet in the office that only the management team have access to. Under no circumstances can any staff member, parent/carer access this cabinet with the consent of the management team.

The purpose of the data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject.

- The nursery will comply with the GDPR Act May 2018
- All parents/carers **MUST** provide the nursery with written consent to withhold any person information.
- Before a child starts the nursery, parent/carers will be asked to sign several forms to clarify Spring Park Nursery can hold this information.
- Parents/carers can often divulge personal information to staff, and it is Spring Park Nursery Policy that this information must be held in confidence. However, the member of staff must always inform the parents/carers that this information will be shared with the management team.
- If a parent/carer involves a member of staff in discussion about any aspect of the nursery operations, they must inform the nursery manager or nursery deputy manager immediately.
- Parents/carers are required to supply personal information as part of their contract with Spring Park Nursery. This information is held in the nursery office and the nursery

management team will disseminate any information required to facilitate care for the individual child.

- Information such as emergency contact numbers are kept with the office registers.
- All dietary requirements are in red writing in each room displayed personally for all staff to be made aware of and so no parent/carer can access this personal information.
- Parents/carers have access to information about their child, but no information about any personal details in regard to another child is accessible to any other parent/carer.
- Any potentially sensitive information relating to a child's personal welfare and safety should and will only be shared with those directly involved in the child's care within Spring Park Nursery.
- In some circumstances, it is not appropriate to promise absolute assurance of confidentiality to those who disclose or discuss any personal issues.
- Staff who break the confidence of a parent/carer will be subject to Spring Park Nursery formal disciplinary procedures