



LITTLE INSPIRATIONS

DAY NURSERY

Confidentiality Policy

CSSIW Theme:
Care and development, Leadership and management

Wales National Minimum Standard-
Standard 3, Standard 20

RCT Flying Start monitoring tool - HC.19

The aim of the policy

This policy is to work along side the companies Data protection policy.

We acknowledge that information relating to children is sensitive and needs to be handled carefully.

We are committed to respecting the confidentiality of all staff, parents and children.

Staff will not disclose any personal information involved in our setting without permission, except in the following circumstances.

- ◆ The confidentiality of families or anyone involved within the setting will only be breached if any information gives rise for concern for the safety or well being of a child. Even this information will be kept on a need to know basis.
- ◆ All records that are kept on the children are open for parents / carers to see at any time. However it is stressed that the information within the records must be kept confidential.
- ◆ All students and other adults are expected to refrain from the passage of any information ; verbal , written or in any other form to any person, organisation or any other information media regarding any aspect of the service provided to any child attending the setting.
- ◆ Due to confidentiality no mobile telephones are to be used in any of the playrooms.
- ◆ No personal cameras are to be used unless you have had permission.
- ◆ We will ensure that all staff are aware of and agree to adhere to this policy.
- ◆ Breaches of this policy will be treated as a serious matter and will be dealt with by the manager / director and could lead to disciplinary action.

The employer shall retain ownership of all policies developed and created by the employee during the period of employment with the company.

In the course of the employment the employee may have access to confidential information concerning the employee's affairs; on no account should any of this information be divulged in any format to any unauthorised person. Breaches of confidentiality will be dealt with through disciplinary action.

Breaches of confidentiality include:

- ◆ Discussions outside of the nursery relating to work issues.
- ◆ Discussions relating to work issues taking place inside the nursery in an inappropriate manner or place.
- ◆ Staff are not to give out other staff members personal details including mobile and home telephone numbers to other staff members or to the public without permission from that staff member.
- ◆ Staff are not to ask inappropriate questions of others i.e. wages or disciplinary matters. This will be seen as harassment or an abuse of position.
- ◆ If staff has a grievance they are reminded that these are to be raised through the grievance procedure and with a senior member of staff.
- ◆ No documents are to leave the setting without permission of senior management.
- ◆ All information relating to the nursery, verbal or written remains the sole property of the nursery and is not to be used or discussed elsewhere.

This list is a sample of some of the instances where disciplinary action can be taken; it is not an exhaustive list.

Confidentiality must remain when employment has finished with the company.