Confidentiality Policy

1. **Introduction**

At Home from Home Nursery, we recognise that we hold sensitive/confidential information about children and their families and the people we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the team is done on a 'need to know' basis and treated in confidence.

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3. **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 and accompanying regulations about the information we must hold about registered children and their families and the employees working at the nursery.
- We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

4. **Procedures**

To ensure that all those using – and working at – Home from Home Nursery can do so with confidence. We respect confidentiality in the following ways:

- Parents have ready access to all Procedures and Policies for the setting. They also have access to files and records of their own children but do not have access to information about any other child.

- A thorough Employee induction covers the importance of confidentiality. The importance of the matter of Confidentiality is outlined in the employees contract and Code of Conduct.

- Employees are made aware that they should not discuss families, children or other individuals working at Home from Home when babysitting or during out of work hours.

- Employees are made aware that the mention of Home from Home Nursery or any of the children that attend Home from Home on any social networking site e.g., Facebook/Twitter is inappropriate. Employees are also encouraged to not engage in any interactions about other nurseries in the area on social media.

- Employees will not disclose personal information given by parents except where it affects planning for the child's needs.

- Employees will only discuss sensitive information with a parent regarding an incident taking place at nursery if:
    1. The children involved are not present or named
    2. No other families are within listening distance

- Students or volunteers when they are observing at Home from Home, are advised of our confidentiality policy and are required to respect it.

- We will share information only with those who it is necessary to. Any personal information such as the breakdown of a relationship or bereavement will be shared with certain staff to ensure the chid is supported appropriately during this time.

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.

- Contact details and personal information about children, families and employees are kept securely in files in our office

- Issues to do with employment, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Employees are informed of the importance, that in the event of a disclosure from a child relating to abuse, they must NOT keep this information to themselves and that they must share this information to ensure the child is protected from risk.

- Information deemed to be confidential by the Nursery Manager must remain confidential till such a time the Nursery manager decides it is appropriate to share the information to a family, the team or other agencies. This includes but is not limited to:

  -Special Education Needs information
  -Behavioural information
  -Safeguarding information

-Disciplinary information
-Employee information

- If an individual is found to have breached confidentiality by talking to an outside party or fellow employee, they may be subject to immediate disciplinary action.

We recognise that the safety and wellbeing of each individual child is paramount and this will be reflected during any decision to share information.

5. Review

This document will be reviewed annually or in line with any statutory changes or changes in procedure or process.

6. Version Control

Version	Date	Status	Comments	By
1	April 2015	Issued		Emma Lewis
2	October 2018	Reviewed		Polly Manners
3	June 2020	Reviewed		Michelle Wilcox
4	January 2022	Reviewed		Cassie Jones
5	October 2023	Reviewed	Added version control	Sophie Eade
6	May 2025	Reviewed		Sophie Eade
7	May 2026	Reviewed		Sophie Eade