



Confidentiality Policy



During daily activities, staff may come into contact with confidential information. To ensure that all individuals using and working in the setting feel confident in doing so, we will uphold confidentiality through the following practices:

- Parents and carers will have access to the files and records concerning their own child, but not those of other children.
- Staff will not discuss details about individual children with anyone other than that child's parents or carers.
- Information shared by parents or carers with Nursery staff will not be disclosed to third parties without the parent's or carer's consent.
- Matters related to personnel will remain confidential and limited to those directly involved.
- Any concerns or evidence related to a child's safety will be kept in a confidential file and will only be shared with the child's key worker, the Management team (Melissa and Natalie Berney) and the Designated Safeguarding Lead (DSL) (Leahna Welch).
- The setting will adhere to all Data Protection Act requirements.
- Information about a child that staff may see or hear should not be shared outside the setting.
- Discussions about a child's abilities or behaviour will only occur with the parents, unless there is a multi-agency collaboration with the parent's consent.
- It is important to consider how distressing it could be for a parent to hear other parents discussing their child.

If any staff member is found discussing individual children outside of curriculum planning or the management team, with anyone other than the child's parents or carers, they will face immediate suspension without pay and undergo disciplinary procedures. This includes sharing information with former employees.

Information provided by parents or carers will not be shared with others without permission, except in exceptional circumstances where the safety of the child or staff may be at risk.

Employment-related matters concerning staff, whether paid or unpaid, will remain confidential among the individuals directly involved.

Concerns or evidence about a child's welfare will be shared with other professionals on a 'need-to-know' basis and will not be openly discussed among the staff.

We will divulge confidential information to North Lincolnshire Early Years Team and to Ofsted if we have any concerns that your child may be at risk of harm or being abused. Please see our Child Protection Policy.

While we cannot always guarantee that information will not be passed on (especially if there is a concern for the child's safety), we will handle such situations appropriately, ensuring the well-being of the child and respecting the confidentiality of those involved.

Please note that the setting cannot be held responsible if parents or carers share information about themselves with others and it is subsequently disclosed beyond the intended individuals.

If parents are experiencing difficulties, the management team is available to offer guidance or suggest where to seek further help or advice.

We also have a Family app and Facebook page which sometimes offers pictures of children playing, exploring or being creative. We ask that all parents are discreet and don't disclose any information about a child on these pages unless it is about their own child.

If you have any concerns regarding this policy, please do not hesitate to contact us.

This policy was adopted by	Teddy Bears Childcare
Policy Created	28/11/2017
Last Reviewed	24/10/2024
Name and role of signatory	Leahna Welch (Deputy Manager)