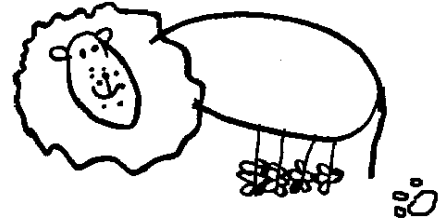


Bristol University Nursery



Confidentiality Policy

We understand that at times, the work of the setting and with children and families will bring our staff into contact with confidential information.

To ensure that all who use and work in the setting can do so with confidence, confidentiality will be respected in the following way:

- Parents/carers will have ready access to any files or records of their own children but will not have access to any information about other children. This includes having an accident and incident per page book - to respect the confidentiality of the other children.
- Staff will not discuss individual children, other than for purposes of curriculum planning or group management, with anyone other than the parents / carers of that child without their permission.
- Information given by parents/carers to the staff will not be passed on to any other adults without permission.
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will only be disclosed to the staff and chair of the management committee.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to those directly involved with making personnel decisions.
- Students and volunteers will be advised of our confidentiality policy and will have to sign to agree that they accept and understand it.
- The information we have will not be used in any way to intimidate, humiliate or embarrass a child. Nor will it be used casually in conversations.
- All setting files that contain personal data will be stored appropriately and securely, e.g. password protected or locked away. Only authorised staff are to have access to the nursery software and network from home which must be done confidentially.

- Practitioners should not forward any of the settings work, files, information etc stored on the setting computer/laptop to their home PC, unless, this has been agreed by management as necessary practice for the setting. It is recommended that a log of “homework” should be kept in the setting and this needs to be checked and signed by management on a regular basis. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
- Staff are permitted to upload photographs of children onto the closed nursery group’s Facebook page only, children’s photos must not appear on a staff member’s personal Facebook page or be used for any other use apart from the nursery Facebook page. Any photos uploaded onto the nursery’s Facebook page are not to be shared with any third parties.
- **The safety and welfare of the children will be paramount; any disclosures relating to any issues of child protection will be discussed with the relevant agencies and our child protection policy will be implemented.**

Link to statutory framework 2021	The Safeguarding and welfare requirements, Information and records, 3.70, 3.71,

Date policy reviewed: Dec 2023