

# Confidentiality

# Policy

## Reviews and Amendments

• Implemented	02 <sup>nd</sup> January 2013	Laura Leigh Wayman
• Amended	15 <sup>th</sup> January 2013	Laura Leigh Wayman
• Reviewed	05 <sup>th</sup> April 2013	Laura Leigh Wayman
• Reviewed	16 <sup>th</sup> August 2013	Laura Leigh Wayman
• Amended	05 <sup>th</sup> January 2014	Laura Leigh Wayman
• Reviewed	6 <sup>th</sup> November 2014	Laura Leigh Wayman
• Reviewed	17 <sup>th</sup> February 2016	Sara Bradley
• Reviewed	07 <sup>th</sup> March 2017	Carla Gibson
• Amended	19 February 2018	Laura Davies
• No Changes	13 May 2019	Gareth Davies
• Amended	06 February 2020	Gareth Davies/Laura Davies

# Child's Play Private Nursery

---

## Policies and Procedures

### Confidentiality Policy

Child's Play Private Nursery has a legal requirement to ensure that all information recorded and held across its nursery sites is kept in line with General Data Protection Regulation (GDPR) as well as the EYFS Statutory Guidance. As a company we are also registered with the Information Commissioners Office (ICO) and follow all relevant guidance.

As a company confidentiality includes as aspects of the operational business. All day-to-day practices, events, conversations also fall under definition of confidentiality. Therefore in brief, anything that happens in relation to business practices are to remain confidential and not disclosed to non-relevant parties, organisations or individuals.

**Online activity, Messaging Groups/Forums and Social Media Conduct:** Staff are only permitted to engage in any discussion on these platforms if they are 'Company Groups' only. The highest professionalism is expected at all times. No staff, children, families or other events described above can be discussed or commented on in any form.

Where any business related posts are on any of these platforms in any other context they must be reported immediately via email to Gareth Davies, Operational Director citing the content, location and content of the post. Where possible provide a direct link to the platform or a screenshot.

In the unlikely event of negative social media posts or comments made by parents, staff or other parties no persons linked to the Company, past or present are permitted to engage with these in any way this also includes connected parents, family members or friends.

We also have an e-Safety agreement in place that all families must sign in the registration pack. This agreement remains in place after contract terminations.

**Children & Families:** All information regarding a child is deemed confidential. This includes information discussed verbally (e.g. between staff, between staff and parents etc.) and information should only be shared where appropriate or deemed necessary in line with the relevant legislation.

Documentation such as registration forms, assessments, learning journeys, care-plans and other information logged are also confidential and should be treated as such by all members of staff. This information should always be stored securely in an area only accessible by authorized staff members and should never be left unsecured.

Parental/family conversations and information sharing is also deemed confidential and should only be shared with appropriate adults/agencies when appropriate or necessary for example when reporting safeguarding concerns etc.

**Employees:** Staff personal records must include the unique reference numbers of DBS Disclosures obtained and the date which they were obtained. Other information includes references, full employment history, qualifications, interview information, identity checks and any other checks undertaken such as medical suitability. This information should be kept in each individual's personnel file. All confidential information will be stored in accordance with GDPR where only authorised persons have access (i.e. managers and in locked filing cabinets.)- *please refer to Documentation Policy for further information.*

Every staff member is continually reminded of the purpose and need for confidentiality and the importance behind it. Staff should also be aware that no information should be discussed or passed onto other individuals where it is inappropriate to do so or would breach GDPR this includes information held on former employees.

**Access to Data:** Under no circumstances are original documents relation to staff or children to be taken off site. Staff and/or parents can request information however this must be authorised by Senior Management Team and only copies provided.

**Summary:** Any confidential information that is associated with Child's Play Private Nursery is deemed to be work related and should stay strictly within the confines of the work place and should not be discussed by staff with their family, friends or posted online or on any form of Social Media. (See Social Networking Policy for further information)

Any questions, concerns or advice required regarding confidentiality should be discussed with the relevant Nursery Manager.

**Any persons or parties found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including termination of employment, where necessary legal action will be sought. Betty Mahan, HR North East and/or Ben Green & Associates from Hewitt's Solicitors located in Bishop Auckland will be instructed to act on behalf of Wayman Developments Ltd T/As Child's Play Private Nursery.**

#### **Additional Sources**

[www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation](http://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation)

<https://ico.org.uk/>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2>

Documentation Policy

ICT and Mobile Policy

Social Networking Policy

Staff Management and Induction Policy

