



## SEVENOAKS DAY NURSERY

### Confidentiality Policy

It is our intention to respect the privacy of children and their parents/guardians and carers, while ensuring that they access high quality early years care.

#### Aim

We aim to ensure that all parents/guardians and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

#### Methods

We keep two kinds of records on children attending the Nursery:

##### 1. Developmental records

- These include, for example, progress charts and samples of their work.
- They can be accessed, and contributed to, by staff, the child and the child's parents/guardians.

##### 2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents/guardians, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable cabinet or on the secured Family App.

Parents/guardians have access to the files and records of their own children but do not have access to information about any other child.

Staff will only discuss personal information given by parents/guardians with other members of staff on a “need to know” basis. All staff are made aware that all information concerning the children, parents/guardians or staff must not be discussed outside the Nursery.

When discussing children, families and other staff, staff must ensure that they cannot be overheard by anyone not bound by the same requirements of confidentiality i.e. other parents, temporary staff, students and visitors etc

Staff must not leave material containing, personal data, either on paper or on computer screens, where it can be seen by unauthorised staff or other visitors to the office or Nursery.

Staff should switch off computers with access to personal information, or put them into a password-protected mode, when not working on them

The nursery must gain parental permission for any information to be used other than for the above reasons.

All Staff and Students at the Nursery are advised of our confidentiality policy and required to respect it.

If, however, a child is considered at risk, our Safeguarding Children Policy will override this confidentiality policy.

### **Other records**

- All matters to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Individual staff may only have access to their own records, except where they are directly involved with making personnel decisions.

### **Access to personal records**

- Parents/guardians may request access to any records held on their child and family by speaking to the Manager.
- Parents/guardians should be aware that information may have to be shared with social services or other official bodies if they request it.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the Nursery or another (third party) agency.

All the undertakings above are subject to the paramount commitment of the Nursery, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery in July 2011; and last reviewed and amended in January 2025

A handwritten signature in blue ink, appearing to read 'Stephanie', followed by a long horizontal stroke.

Stephanie Jenkinson  
Chair