



## 7. Confidentiality Policy

While working at Summertime, practitioners will come into contact with information that is confidential with regards to the children and their families who attend the setting.

We respect confidentiality in the following ways:

- Parents will have access to files and records with regards to their own child. This includes online portfolios however they **will not** have access to information regarding other children.
- Staff will not discuss individual children or their families who attend Summertime except with other staff purely for the purpose of planning the child's next EYFS steps of development or for cases with regards to safeguarding children (to the Designated Safeguarding Lead or Designated Safeguarding Deputy)
- Staff will not speak with any other setting with regards to sharing information on a child unless parents have given permission/consent for us to do so.
- All staff and committee members are asked to sign a confidentiality declaration form when they join the setting. Staff should refer to their code of conduct.
- All issues that are related to recruitment of staff will remain confidential to the people who are directly involved with making personnel decisions
- Any anxieties or evidence regarding a child's personal safety will be recorded and kept in confidential files and will only be shared with other professionals on a need to know basis.
- All important information such as contact details, registration forms will be stored in the office which is locked to the public and only accessible to staff members at the setting who will need to know children's emergency contact details, passwords or photographs of those authorised to collect a child. Sensitive/confidential information regarding a child will be kept in the locked office in a locked filing cabinet.
- Parental permission/consent will be sought prior to any information being shared with a receiving first school or new setting. The Child's IConnect record can also be forwarded to a receiving school or setting with parental approval.
- Parental permission/consent will be sought prior to the 2 year check information being shared with health visitors.
- Any information that the parents have disclosed to the group will only be used on a need to know basis in the best interests of the child and family.
- Children's general records will be destroyed after the child leaves Summertime.
- Records of children's serious accidents, incidents, medication or Safeguarding are retained electronically until the child's 21st birthday plus 3 months.

### **GDPR**

Here at Summertime Nursery, we comply with the obligations under the GDPR to keep all personal data; up to date, storing and depositing securely.

**Website use** You can download policies and registration forms from our website. However, the internet is not completely secure so if you wish to email registration forms or any other information to us, you do so at your own risk.

**The lawful process of collecting data** We collect and process all the personal information given to us by parents and guardians under the lawful process. We need to process this data to enable us to fulfil the contract we hold with you. Here at Summertime Nursery we are committed to ensuring that all personal information is kept secure. To secure all information gathered by us we have put in place electronic, physical and managerial procedures to secure and safeguard all information collected by us. We are members of the Information Commissioner's Office (ICO) any breach in security will be

reported. Under GDPR you have the right to request access to any of your data held by Summertime Nursery regarding you or your child. If you wish to make a request to view your details, please contact the Nursery Manager.

If at any point you feel your data is not being handled correctly or you are unhappy with any of the above issues, please contact the Nursery Manager.

### **Safeguarding**

There are some circumstances where it is not appropriate to seek parental consent before sharing information because to gain consent could put a child or young person's safety or well-being at risk. In a situation like this information will only be passed onto the appropriate professionals that need to be informed for safeguarding purposes.

Information shared would be necessary, proportionate, relevant and accurate.

*We have regard for the document 'Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers' 2018, produced by the UK government*

Cathy White  
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