

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.

To ensure that all those working and using Summertime can do so with confidence, we will 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 confidential information regarding a child such as contact details, registration forms, permission forms, details about any allergies, dietary requirements and long-term medication needs will be stored in a locked filing cabinet in the office and will only be only accessible to staff members at the setting in line with the Data Protection Act.
- Parent's permission/consent will be sought so that the child's key person can pass any information to the child's first school with regards to their development . The Child's Tapestry record can also be forwarded to a receiving school or setting with parental approval.
- 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 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.
- No parent or staff member should ever disclose the identity or any information regarding a child attending Summertime nursery on any form of social media.

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 policy's 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. **Security** 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 the international Commissioners Office (ICO) any breach in security will be reported. Under the new 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 issue, contact the Nursery Manager.

Safeguarding

Summertime are committed to thesecurity, safety and well being of the children in our care. Staff will work professionally to ensure that confidentiality is maintained at all times. However, there are occasions when confidentiality may be broken if it is considered in the child's best interest because they or their family may be at risk from significant harm. In a situation like this information will only be passed onto the appropriate professionals that need to be informed for safeguarding purposes.

Cathy White
Manager
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