



Confidentiality

Statement of Intent:

Sandown Nursery is committed to ensuring they provide a confidential service for the rights of individuals to the highest possible standard. We do this by providing a safe, secure environment for all, including children, parents, carers, practitioners and visitors to the Nursery.

Policy aim:

Practitioners, volunteers and any other professionals are legally bound to protect personal information that they come into contact with during the course of their work. The handling of personal and confidential information is governed by the following acts of legislation:

- Human Rights Act 1998
- Data Protection Act 1998
- Computer misuse Act 1990
- Common Law duty of Confidentiality 1988
- Employees of East Sussex County Council are also bound by these acts in relation to information

Procedures:

- Confidentiality is paramount in the interest of all parties associated with the Nursery.
- All practitioners, students and volunteers must abide by the Confidentiality and Security policy and must be aware that a breach of this policy may be regarded as Gross Misconduct inline with East Sussex County Council proceedings.
- Children's personal details must be stored a locked filling cabinet and must only be accessed by employed practitioners and must only be used for appropriate use.
- Information about individual children should only be shared with the child's parent unless written permission has been received or there is a possible Child Protection Concern, in which case the Safeguarding procedure should be followed.
- Practitioners, students and volunteers are not permitted to discuss any information regarding the Nursery outside of their work.

Links to:

- Statutory framework for the early years foundation stage (2017) DfE 'The safeguarding and welfare requirements'