

CONFIDENTIALITY POLICY & GENERAL DATA PROTECTION

During the day, UKLC's staff will meet confidential information. To ensure that all those using and working in the programme can do so with confidence, we will respect confidentiality in the following ways.

- Parents/carers will have ready access to files and records of their own children – but not any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child.
- Information given by parents/carers to UKLC's staff will not be passed on to third parties.
- Personnel issues will remain confidential to the people involved.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the programme except for the child's key worker and Manager the DSL (designated safeguarding lead)
- UKLC will comply with all requirements of the Data Protection Act and in conjunction with the Information Commissioners Office.
- Staff may see or hear information regarding a child, this information should not be divulged outside of the setting.
- Children's individual abilities and behaviour should not be discussed with anyone other than the parent unless it involves another child.
- Please appreciate how upsetting it would be to hear another parent passing on comments about your child.

Any staff member found to be discussing individual children with anyone other than for the purpose of curriculum planning or management, with people other than the parents or carers of the child be suspended without pay immediately and face disciplinary procedure. This includes discussions with ex-employees.

Information given by parents or carers to the UKLC will not be passed on to other adults without permission except in exceptional circumstance when the safety of the child or staff is at risk.

Issues relating to staff employment, whether paid or unpaid, will remain confidential to the people directly involved with personnel issues.

Anxieties or evidence relating to the child's welfare will be shared with other professionals on a 'need to know' basis only and will not be open for discussion amongst staff in general terms.

Although we cannot always promise not to pass on information (especially if we believe the child to be in danger) we will do so in a manner totally appropriate and essential for the wellbeing of the child and in consideration of those involved.

Some parents/carers sometimes share information about themselves with other parents/carers as well as staff, the nursery cannot be responsible if information shared beyond those parents/carers whom the person has 'confided' in.

If parents are experiencing difficulties, the nursery manager is available and may be able to offer guidance on where to go for help or advice.

Version history

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