

## Confidentiality Policy

Aston University Nursery's work with children and their families will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts. All records will be stored in a locked cabinet in line with Data Protection Policies or on a secure computer system protected by passwords which are only held by senior members of the team.

It is our attention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing cabinet / cupboard
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery
- Ensuring that parents have access to files and records (through written request) of their own children but not to those of any other child
- Gaining parental permission for any information to be used other than for the above reasons
- Ensuring the staff, through their close relationship with both the children and the parents, learn more about the families using the nursery
- Ensuring that all staff are aware that if parents / children's details are requested for whatever reason, the parent's permission will always be sought unless it breaches safeguarding procedures
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs or falls under our safeguarding regulations.
- Ensuring staff, student and volunteer's inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action. Students on placement in the nursery are advised of our confidentiality policy and are required to respect it.
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment for staff remains confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our Safeguarding policy will override confidentiality
- The nursery retains copies of children's records who have left our care are stored in line with Data Protection recommendations. Some aspects of a child's file, for example accident and injury records and safeguarding information will be kept longer than financial information. Parents will be given copies on request of their child's records for their own personal use.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

Regular checks are carried out by HMRC on claimants of Tax Credits. During such checks only confirmation of payments is shared and no other personal details will be divulged.

Exceptions:

Information regarding the Parents / Carers contact details will be passed on to the University finance department for invoicing and bill payments at the time of admission.

It is of paramount importance that we retain the right to disclose important medical information regarding a child in an emergency situation whereby the Parents / Carers is not present.

Aston University Nursery also retains the right to disclose confidential information to the Children's Integrated Advice and Support Service or the police if we have any safeguarding concerns (please see Safeguarding Policy).

Confidentiality as described above will only be breached if staff feel that withholding the information places the child at risk of harm.

Please also refer to the Data Protection Policy

Internal use only

<b>This policy was adopted on</b>	May 22
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date for review</b>	May 23