



## ROMPERS PRIVATE NURSERY CONFIDENTIALITY POLICY



### **Policy Statement:**

*Staff work to create a climate where mutual trust, respect, confidence and a caring ethos are evident throughout the centre.*

This policy has been put in place to protect children, parents, carers, families and staff and to ensure that all service users of Rompers are absolutely clear about issues of confidentiality and to understand what Rompers procedures and routines are in respect of this.

Underpinning the policy is Rompers recognition that the safety and well being of children and families are of paramount importance, as is respect and privacy of those involved. Rompers recognises that its work with children and families sometimes involves staff dealing with confidential information. Information verbal or written, provided by parents or carers is treated with confidentiality at all times.

**UNCRC Articles:** 12, 16, 42

### **Aims of this Policy:**

- Rompers will ensure that appropriate records are kept for each child
- Rompers has a duty to ensure the safety and well being of each child within the nursery
- We will ensure that the employment and management of staff is confidential to the people directly involved
- To ensure SHANARRI indicators within GIRFEC are being met for each individual child

### **Procedures:**

- Personal and emergency contact information is kept in the nursery office and on a secure online app and can only be accessed by Management, Team Leaders and Room Champions.
- Emergency phone numbers for parents can be accessed via an online app and T-cards Stored in the office
- All children have an online learning journal and Pre-school children have a learning journal folder. These are available for parents, visitors, staff and children to access at any time
- At no time will a child's personal information be passed on to another professional or person without the parent's knowledge or consent. Information from a child's MyWorld booklet will be shared with other professionals if required. If permission is asked for, this will be acknowledged on the child's Chronology form and the outcome recorded.

- All students working in the nursery will be made aware of the confidentiality policy and will be required to adhere to it. At the induction stage this will be outlined, and advice given of how to comply to this.
- Staff who work in Rompers will not talk publicly or through online social media about matters relating to the nursery children and their families
- As staff we will not discuss individual children other than for the purposes of planning without the parents knowledge or consent
- If a member of staff has heard information from a parent, then it should only be passed on to their keyworker, team leader and/or management and will not be shared in another room.
- Any suspicions of abuse are reported to the appropriate agencies inline with our Child Protection policy
- All evidence relating to a child's personal safety is kept in a secure file within the office area. These files are only available to identified members of staff.
- A digital file is created for each staff member and saved on the one drive. This is only accessed by management.
- Personal details of staff will not be passed onto other people unless requested by another nursery for safe staff recruitment purposes.
- Staff depending on their job role and level of leadership have access to different resource such as Google Calendar, Trello, OneDrive, Mail Accounts and should use these systems in a professional manner. Any information on these platforms should be held with the strictest of confidence.
- On termination of employment at Rompers, the staff member must not share any passwords, trade secrets or personal information about the company and/or service users to any third party.
- Staff members will not at any time discuss with other staff
  - Terms and conditions of employment
  - Disciplinary matters

**Monitoring:**

- Any confidential issues raised by parents/carers will be responded to immediately
- All staff will be made aware of this policy during staff induction
- Child Protection will be reviewed annually along with Angus Council annual Child Protection presentation
- Any staff member breaching the procedures in this policy will have disciplinary action taken against them
- This policy will be reviewed annually

**Review:**

<b>Date</b>	<b>Management</b>	<b>Track of Changes</b>
August 2021	P. Guthrie	none
February 2022	P. Guthrie	Updates to information sharing including MyWorld permissions.
December 2022	Zoe Letham	Update to procedure: can only be accessed by Management, Team Leaders and Room Champions. T-cards Stored in the office
February 2023	Room Champions	UNCRC articles added