



CONFIDENTIALITY POLICY

It is our intention to respect the privacy of the children and their parents/carers. We therefore hope that all parents and carers feel confident in sharing any information with us in the knowledge that it will only be used in the best interests of the child. We keep two kinds of records on children who attend nursery. These are developmental records and personal records.

1. Developmental Records

These include observations of children in the setting (both written and photo), samples of their work, developmental reports and their personal Learning Journey. These records are kept in the nursery room and can be accessed by staff and parents at all times. Records can also be up-dated by staff, children and parents/carers at any time.

2. Personal Records

Personal records contain the private information of the child and their family. We ensure that these records are locked away and kept secure in a suitable place. A parent can have access but only to their child's file as following the Data Protection Act and when they have firstly applied to the manager in writing. Staff will not discuss with other staff private information given to them by parents, except when it affects planning for the child's needs, or to support the emotional welfare of the child. Our staff induction includes the reading and signing of a confidentiality policy. Any staff member who does not adhere to this policy will face disciplinary action.

Sunny Beach Day Nursery

T - 01253 716004 E – info@sunnybeachnursery.co.uk

The Dalmeny Hotel, 19 – 33 South Promenade, Lytham St Annes, Lancashire, FY8 1LX
Sunnydays Childcare Limited Company Registration Number 8219093



Any issues concerning employees, whether paid or unpaid, is confidential information held with the personnel department. Any other persons coming into the setting have the confidentiality policy explained to them and are required to respect it.

Accessing Personal Records

Parents requiring accessing their child's records must put this in writing to the manager. The manager will then reply in writing within 14 days with an appointment for the parents to attend. Third parties mentioned in the file (agency staff, social services etc) are written to and asked if any information held about them in the child's file can be shown to parents with their consent. Copies of these request letters are held on file. A photocopy of the complete file is taken and then the manager will go through the file with a black marker. Any information that any third party has added to the file will be scored out if they did not give their permission for disclosure. This copy will then be photocopied for the parents who will come in and discuss with the manager the contents.

DATE OF POLICY:-

SIGNED:-

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