

Confidentiality Policy

At Little Friends we take confidentiality very seriously as we are dealing with families personal information. We will therefore respect the family's rights to confidentiality.

Access to Records

- Parents will have access to their own children's files and records but will not have access to any staff's or other children's information.
- Management of Records
 - Accident/ Incident Book – 40 years
 - Safeguarding Issues – 21 years and 1 day
 - Insurance – 40 years
 - Registers – 7 years
 - Job Application – 1 year
 - Peags Forms – 7 years
 - Observations – will be destroyed after the child leaves any of the settings

Confidentiality

- Staff will not discuss individual children, other than for the purpose of the curriculum planning, group activities, room meetings, dealing with observations and planning.
- Information given by parents/guardians to the management, unit supervisor or key worker will not be passed on to other adults without permission.
- Staff should not discuss any issues/occurrences that happened during the daily running of their particular room to any other staff member in the nursery with the exception of management. (i.e. Incidents should not be discussed in the staff room when staff are on breaks etc.)
- Staff should not discuss any information held about Little Friends outside the premises unless necessary and permission has been granted by whoever is concerned.
 - We would like to make everyone aware of our policies, in particular confidentiality, as we plan to stress the importance of confidentiality being enforced during parent and staff meetings which will take place on a yearly basis.
 - All our policies are reviewed on an annual basis by the management team and any staff input is greatly received.
 - A breach of any confidentiality is taken very seriously and where staff will be involved disciplinary measures may be taken.
- **Any breach of confidentiality by a staff member will be dealt with according to our grievance procedures**

Links to other policies:

Child & Adult Protection Policy

Data Protection Policy

Recruitment & Selection Policy

Whistle Blowing Policy

Signed: _____

Date: _____