

Confidentiality & Information Sharing Policy.

Providers must ensure that all staff understands the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

EYFS Statutory Guidance pg. 29.

Using the seven golden rules for information sharing can be used to encourage good practice

Working Together 2018 pg. 17

Our policy for Confidentiality & Information Sharing: We believe:

That Confidentiality must be maintained for the safety and well being of all children and their families. Staff will have a clear understanding of when to share information and will follow safeguarding and child protection policies. (Exceptions to confidentiality will be made if a child is thought to be at risk of harm or abuse). All staff will respect children and their families, and conduct themselves in a professional appropriate manner. We expect parents and carers will respect the centre staff and follow confidentiality policies.

The centre manager will allocate time for information sharing in a private and confidential manner. (Any information shared which may involve a safeguarding issue may not be kept confidential.)

No detail regarding the children and their families should be discussed outside the nursery unless it regards a safeguarding matter.

Our procedures for Confidentiality and Information sharing is: We will support this By:

- Ensuring staff have knowledge of and are using the seven golden rules of sharing information within their every day duties
- Staff will not discuss individual children with people other than the parents/carers of that child. Unless within a safeguarding incident.
- Any information kept on a child related to the child's safety should be kept in a confidential file that is secure and only shared with the child's key person/manager.
- Any member of staff or students placed in the centre will be made aware of and required to sign to say they have a full understanding of the confidentiality policy.
- Any issues related to the employment of staff will remain confidential to that member of staff and the manager unless information is required within any investigations into staff performance.
- Information shared by parents/carers will not be passed on without permission from the parent/carer. (The only exception would be in a case of child

protection where it was felt that a child's welfare was at risk, in which case the child protection policy would be followed)

- Parents will have open access to the files and individual records on their own children but will not have access to information on any other children.
- Relief cover staff will not discuss issues across nurseries.
- Parents/carers will not discuss matters of a confidential nature with other parents/carers.
- Failure to comply with the confidentiality procedure could result in a disciplinary offence or in the case of a parent the loss of a child care place.
- Information may be shared with other agencies including health visitors, speech therapists, portage workers, school, etc. permission will always be sought before such information is shared.

Social networking sites

Staff should be mindful when accessing social networking sites e.g. Facebook, that the content of their communications does not compromise their position in working for Little Rainbows E.g. content of photographs, comments regarding other staff members, parents or children. With some of these sites, staff may not be aware of how wide information is shared; staff should seriously consider the professional appropriateness of engaging in friendships on-line with customers, partners or parents. If any breaches in professional conduct are discovered, this may result in disciplinary action.

I sign to acknowledge that I have read the above policy and agree to abide by it.

Name:

Signed: