

## Confidentiality

- It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality nursery care education
- We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children
- We ensure that all those using and working in the nursery can do so with confidence
- Parents have ready access to the files and records of their own children but do not have access to information about any other child
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the keyworker
- 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
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible
- Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
- Students on recognised qualifications and training, when they are observing in the pre-school, are advised of our confidentiality policy and required to respect it
- All the undertakings above are subject to the paramount commitment of Little Acorns. Which is to the safety and wellbeing of the child

### CCTV

CCTV is used around the nursery and for further information on this procedure and the recording of it, please see our CCCTV procedure

### **Information Sharing Policy 7.5**

For further details please see this policy which provides a further insight into how we ensure that personal information about living persons is shared appropriately

### **Record Keeping 7.6**

For information about this policy and how we keep information safe please see this policy

### **Online Safety 7.7**

For information about this policy and how we keep online activity safe please see this policy

Little Acorns will notify Ofsted of any breach of this procedure. We will also notify local child protection agencies and will act on any advice from those agencies.

Ealing integrated response service (local child protection team)  
**0208 825 8000**

**Ofsted: 0300 123 1231**