



Confidentiality

Policy statement

Confidential information is information of some sensitivity which is not already in the public domain or readily available from another public source and which has been shared in a relationship where the person giving the information understood it would not be shared with others.

All information regarding children, families, staff and others working in the Nursery must be treated as confidential within the setting and will not be shared with outside sources without the permission of the person concerned, except in the interest of safeguarding children defined by the Children Act 1989, The Statutory Framework for the Early Years Foundation Stage (incl. Safeguarding & Welfare Requirement) 2023 or in accordance with the GDPR May 2018.

This policy must be adhered to by everyone in the setting including staff, parents, voluntary helpers and visitors.

Procedures

- The Nursery will always check with parents whether the information they share with staff is to be regarded as confidential.
- If parents share information amongst themselves the Nursery cannot be held responsible if information is shared beyond those whom the person has confided in.
- Information shared between parents or staff in a training group is bound by a shared agreement that the information is confidential to the group and not discussed outside it.
- The Nursery informs parents of the need to record confidential information beyond the general personal information we keep (PCG 034 Safeguarding Children, EMP023 Confidentiality Policy) e.g., accidents and injuries; concerns or changes in relation to the child or family; any discussions with parents, any records we are obliged to keep regarding action taken in safeguarding children and any contact or correspondence with external agencies in relation to children.
- All records are kept securely according to our PCG006 Data Protection policy

The Nursery acknowledges that parents have a right to know that information they share will be regarded as confidential, as well as to be informed about the circumstances and reasons when the Nursery is obliged to share information.

The Nursery is obliged to share information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- ❖ It is to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult: or



❖ Not sharing it could be worse than the outcome of having shared it. The decision to share the information should never be made by an individual, but with the back-up of the management committee and taking into account three critical criteria:

- 1) Where there is evidence that a child is suffering or is at risk of significant harm
- 2) Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm
- 3) To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

All staff and Trustees sign a policy document yearly, in which they 'agree to abide by all our policies and procedures, whilst agreeing to treat with respect and confidence any of the personal details for; staff, trustees and the children and families attending our setting'.

Conversations between staff and parents

When we are working and engaging with parents in conversation, one of the challenges is to ensure we engage in appropriate topics of conversation when children present. Although what constitutes an appropriate topic of conversation may vary between cultures, there are usually normative ideas about what constitute adult topics that are not suitable for children to overhear or be engaged in.

As children tend to pick up on a lot more than adults realise and they absorb not only what we say to them directly but also what they hear said around them (even when we think they're not paying attention).

It is important that conversations that are not appropriate for children to hear should be carried out in a safe space, away from young children. The office can be used for such conversations or the kitchen area, if the office is unavailable.

Conversations between staff

Whilst there are plenty of important matters that children benefit from hearing and even talking with us about which can help shape their habits and values positively. Staff also need to be very mindful of the conversations being had between each other. Sensitive conversations where staff are discussing important issues about the setting, incidents that have occurred or concerning events; must be discussed in private and away from the children.

Staff should consider the timing and appropriateness of their conversations, so that these discussions do not negatively impact on ratios and/or quality interactions between the children and staff. (Pg 31 EYFS).