

# *Mad Hatters*

## **Confidentiality Policy**

Our confidentiality policy states how we share information and how we keep our records, ensuring we meet our responsibilities under the data protection Act 1998 and the Freedom of Information act 2000. We are not permitted to share information with other parties unless stated below, and consent has been given. All personal files are available upon request (this includes your child's files), however all third parties information will be kept confidential unless consent has been give. This policy is enforced through a statement of particulars which is issued on employment.

- 1) All children's files are locked in the filing cabinet in the office, only the Manager and the Deputy Manager have access to these files.
- 2) All personal files that are kept on our nursery data are password protected, and only accessible by the Registered Provider/Nursery Manager and Deputy Manager.
- 3) If a parent/carer requests a meeting with the Nursery Manager, this will be conducted in the office with the Nursery Manager and/or the Deputy Manager if the need arises.
- 4) No child's individual requirements are discussed with other parents/carers.
- 5) All records must be made available to OFSTED at any time they request.
- 6) Our registration certificate is available to view on our notice board.
- 7) Administration of medicines is done discreetly and each child has their own separate page.
- 8) Accidents are recorded on an accident form. A copy is given to the parents/carers, and a copy in the office folder.
- 9) All matters arising in the Nursery are not disclosed outside of the Nursery.
- 10) All matter is regards to the nursery are not put on social media websites. The use of the Mad Hatters Staff group page, is to share activity ideas, and to exchange information that is not case sensitive the children, and no children's names will be used under any circumstances.
- 11) All records are kept in the office, only the Manager and Deputy Manager have access to them.
- 12) Any matters concerning Safeguarding should also be referred to the Safeguarding Policy
- 13) Please be aware that all children/staff files will be held on record for a minimum of 2 years after they have left Mad Hatters.
- 14) As part of the Early Years Foundation Stage we are required to hold on record for each child:

➤ full name

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- date of birth
  - the name and address of every parent and carer who is known to the provider (and information about any other person who has parental responsibility for the child)
  - which of these parents or carers the child normally lives with
  - emergency contact details of the parents and carers.
  - a record of the name, home address and telephone number of any other person living or employed on the premises.
  - a record of the name, home address and telephone number of anyone who will regularly be in unsupervised contact with the children attending Mad Hatters Day Nursery.
  - a daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's key person
  - a record of each child's dietary needs.
- 15) All accident forms will be kept on record for a minimum of 25 years from the date on which the accident occurred.
- 16) While at Mad Hatters if a child attends another setting, we will need to keep a regular flow of information regarding your child between us and the other setting. We will always ask for consent before this is carried out. We will discuss the best possible method to pass on information that is agreed by all parties, ensuring this is kept confidential and maintained.
- 17) Tape recorders will be used to record observations taken from staff and stored on the computer, and kept password protected. At times these may be used in the rooms, however these are carried out to support development and training for staff, and will not be viewed outside of the setting, unless required too for safeguarding reasons.
- 18) On a day to day basis staff will be recording observations and records about the children in their care. These will be kept on premise and recorded in their individual learning journeys. These are accessible throughout the day in individual rooms, and parents/carers may have access to them. These are for the sole use of the children's development and all personal and sensitive information will be kept on the records in the office.