Confidentiality Policy

Current version approved by Manager	**May 2026**
Current version approved by Board	**May 2026**
Review of policy	**As and when required, this policy will be reviewed and updated**

1. Policy Statement

At the Pavilion Day Nursery (the 'Nursery'), we are committed to respecting the privacy and confidentiality of children and their parents/carers, while ensuring access to high-quality early years care and education. We aim to ensure that all parents/carers can share information with confidence, knowing it will only be used to support their child's welfare and development.

Confidentiality is maintained at all times, except where there is a safeguarding concern. In line with our duties under the **Early Years Foundation Stage (EYFS)**, the welfare of the child is paramount. Information will be shared **without consent** where there is reasonable cause to believe a child is at risk of harm.

Information is shared on a **'need-to-know' basis** only, including with professionals involved in supporting the child and/or their family.

We maintain secure systems for storing and sharing both paper-based and digital information, ensuring that access is restricted to those with a legitimate professional need.

Staff receive regular training and updates to ensure compliance with:

- UK General Data Protection Regulations (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998

2. Confidentiality Procedures

- Parents/carers are informed during induction that all information shared with the Nursery will be treated as confidential.
- Parents/carers are informed when sensitive or additional information is recorded, including:
    - Injuries, concerns, or significant changes.
    - Safeguarding records and actions taken.

    - Discussions of a sensitive nature.
    - Contact with external agencies.
- Confidential records are stored securely (paper and digital) and managed by the Nursery Manager.
- Parents/carers may access their own child's records upon request; however, information relating to other children will be redacted.
- Staff only share information with colleagues where:
    - It is necessary to meet the child's needs, or
    - It relates to a safeguarding concern.
- Confidential discussions with parents take place in a private area.
- All staff receive induction and ongoing training on confidentiality and the role of the key person.
- When a child leaves for a new setting or school, a Transition Report with certain key child records (including any child protection files) are transferred securely to the new setting or school.

3. Digital Information and Data Security

The Nursery uses secure digital systems, including **iPads, online learning journals, the Nursery website, and the Famly Parent App**, to record and share information.

To ensure confidentiality and data protection:

- All devices are **password-protected** and used solely for Nursery purposes.
- Access to systems is **role-based** and restricted to authorised staff.
- Staff must not use personal devices to store or share Nursery data.
- Information is uploaded to secure platforms in line with GDPR requirements.
- The Nursery website will not publish identifiable information without **written parental consent**

Data is stored securely and deleted in line with retention requirements. Any data breaches will be managed in accordance with the Nursery's Data Protection Policy.

4. Record Retention

- Children's records are retained for **3 years** after leaving the Nursery.
- Safeguarding and SEND-related records are retained until the child reaches **25 years of age**.
- For children who are or have been in the care of the local authority (Looked After Children), records are retained until the child reaches **75 years of age**.
- Staff records are retained for **6 years**.
- All records are securely stored and confidentially destroyed or deleted once the retention period expires.

5. Records

5.1. Children

Children records are stored securely (digitally and/or within the room) and accessible to relevant staff and parents.

Developmental Records

- Observations, assessments, photographs, and samples of work.

Personal Records

- Registration and admission details.
- Contact information and date of birth.
- Consent forms.
- Medical information, care plans, and SEND support plans.
- Safeguarding records and concerns.
- Correspondence with parents and external professionals.
- Records of meetings and reports.

5.2. Staff

Staff records are stored securely (digitally and/or in locked cabinets) and include:

- Personal and contact details.
- Emergency contacts.
- Qualifications and training records.
- Supervision and appraisal records.
- Disciplinary or formal action records.

6. Use of Mobile Phones, Cameras and Digital Devices

The Nursery has clear procedures to safeguard children from the misuse of mobile phones and digital devices.

Staff:

- Personal mobile phones must not be used in areas where children are present.
- Devices must be stored securely during working hours.
- Personal devices must not be used to take photographs or videos.
- Only Nursery devices (e.g. iPads) are used for recording.

Nursery Devices:

- All devices are password-protected and used for professional purposes only.
- Images and information are uploaded directly to secure systems.

Parents and Visitors:

- The use of mobile phones or cameras is not permitted within the setting without prior permission.
- Visitors are informed of this requirement on arrival.
- Any authorised use is supervised.

Compliance:

- Adherence is monitored through supervision and audits.

- Any breach is treated as a safeguarding concern.

7. Use of Famly and Online Safety

The Nursery uses Famly as a secure platform for communication and recording children's learning and development.

Access and Use:

- Parents/carers are provided with secure individual logins.
- Information shared includes observations, photographs, and care updates.
- Access is restricted to authorised users.

Data Protection:

- Information is processed in line with UK GDPR.
- Staff ensure all content is appropriate and relevant.
- Parents must keep login details secure.

Online Safety:

- Children do not have unsupervised access to the internet.
- Any use of technology is age-appropriate and supervised.
- The Nursery promotes safe and responsible use of technology.

Use of Images:

- Written parental consent is obtained before images are taken or shared.
- Images are used for educational and communication purposes only.
- Parents must not share images of other children on social media.

Concerns:

- Any misuse of digital systems or concerns about online safety are treated as safeguarding issues.

8. Legal Framework

This policy is underpinned by:

- Early Years Foundation Stage (EYFS) Statutory Framework
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998

9. Further Guidance

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers (2024)