

COLQUHOUN PARK EYC



Confidentiality Policy

Colquhoun Park EYC is required by law to keep records on all children attending. These records include a daily register, personal details, children's profiles, additional support paperwork, emergency contacts and a record of accidents/incidents.

Colquhoun Park EYC has a clear policy on confidentiality, which is set below. This policy is made known to all staff and parents:

- ❖ Parents have the right to access all information held regarding their child/children
- ❖ Staff are discreet when dealing with information made known to them and will take measures to protect the privacy of parents and their children.
- ❖ Any evidence relating to child will be kept in a confidential file and will be shared on a need to know basis.
- ❖ All Registration forms and records of children are kept in a secure locked cabinet in the nursery. Information may be shared with East Dunbartonshire Education and/or Social Work Services in line with guidance and regulations. Parental consent may be obtained if appropriate.
- ❖ All information about health, family circumstances, children's development and behaviour shared with staff and other agencies will be treated with the strictest confidence.
- ❖ Any information stored electronically will be kept in a safe and secure manner.
- ❖ When a child leaves nursery their information will be retained/deleted in compliance with the Data Protection Act 1998.
- ❖ Children's Care Plans and enrolment forms can be found in the office cabinet.
- ❖ Staff will not discuss individual children with people other than the parents/carers of that child.
- ❖ Information given by parents/carers to nursery staff will not be passed on to third parties.
- ❖ Any anxieties/evidence relating to a child's personal safety (Child Protection) will be kept in a confidential file (Pastoral Notes) and will not be shared within the nursery except for the child's key worker and management. Staff will know on a need to know basis.
- ❖ Photographs will be deleted from our records when a child leaves nursery.
- ❖ The nursery complies with all requirements of the Data Protection Act 1998.

Care Standards: 7.2 7.4 7.6. 14.1
HGIOELC: 1.4 2.5 2.7

This policy has been reviewed and updated in consultation with staff and parents

Signed

February 2021