



## Acorns Nursery Confidentiality Policy

(To be read in conjunction with the settings GDPR and Data Breach policy)

At Acorns we have a legal obligation to obtain personal information on the children, their families, staff, and volunteers who use the nursery. We only hold relevant information which is needed to ensure the safe and effective delivery of provision. This may include, but is not limited to:

- Children's details
- Parent/carer details
- Staff details
- Nursery financial matters

We recognise that everyone has the right to be treated with dignity and respect, and at Acorns, we strive to uphold the privacy of all individuals. We achieve this by ensuring that confidentiality is maintained (unless doing so would increase the level of risk to an individual) and by ensuring that all personal information is stored securely with a limited number of people having access to it.

During their work, staff, volunteers, visitors, and cover staff are likely to become privy to sensitive information. Similarly, we understand that staff may need to engage in conversations which involve information about the nursery, children, or parents/carers. In these situations, all persons must give regards to confidentiality and refrain from having such conversations outside of the nursery setting.

### **Information Sharing:**

There are several reasons why sensitive information may need to be shared with outside agencies such as when seeking additional support for children and their families, or when responding to safeguarding matters. In all instances, consent to share information will be sought from parents/cares unless doing so would provide a risk to a child's safety or to their development. In these circumstances, the nursery management team will decide whether it is necessary for information to be shared without parental consent.

Parents/carers have a right to know and access information that the nursery holds on their child. We communicate effectively with parents/carers when obtaining information, and regularly share information such as progress reports. Parents/carers are only entitled to the information regarding their own children and at no point will they have access to information about another child, family or staff member.

### **Safeguarding/ Child Protection Disclosures**

Children and/or parents/carers may volunteer information which raises concerns regarding safeguarding matters. Such information will be treated seriously and sensitively. At no point must staff promise that information will be kept secret but should inform informants that they may be obliged to share information as outlined in the settings safeguarding policy.

**Exceptional Circumstances:**

There are exceptional circumstances where the management team may decide that confidentiality cannot be upheld. This includes:

- Where there is a threat to life or an immediate risk to an individual's safety
- Where children have been, physically, emotionally or sexually abused or neglected
- Where a child requires urgent medical treatment
- Where seeking consent would heighten the level of risk to an individual
- When they become aware of potential or actual crime or acts of terrorism
- When ordered to share information by a court of law
- When children have given their consent (dependent upon the age and stage of development)

In the above circumstances, advice will always be sought from the Local Authority Safeguarding Children's Board.

**Breaches of Confidentiality:**

Where staff become aware of a breach in confidentiality, they must immediately report it to the nursery manager or committee lead.