



CONFIDENTIALITY POLICY

At Monkey Puzzle Day Nursery we are committed to protecting the privacy of our staff, students, children and their parents. Our aim is to ensure that any information shared will be in confidence that it will only be used to enhance the welfare of any child. Our record keeping systems meet all legal requirements: this means that the systems we use to store and share any information takes place within the framework of the Data Protection Act (1998) (amended 2002) and where relevant the Freedom of Information Act (2000).

It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts.

Confidentiality procedures

It is our intention to respect the privacy of children and their families by storing confidential records in a locked filing cabinet. All staff, volunteers and students are aware that this information is confidential and only for use within the nursery. Parents can have access to files and records of their own children but not to those of any other child.

We inform parents when we need to record confidential information beyond the general personal information we keep.

Sharing Information

Monkey Puzzle Day Nursery acknowledges that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information. We are obliged to share confidential information without authorisation from the person who provided it, or to whom it is related, if it is in the public interest. This is when it is to prevent harm to a child or adult, or to prevent a crime from being committed or to intervene where one may have been. Information will be shared where sharing it could be worse than the outcome of having shared it. This decision however will be made after consultation with the Monkey Puzzle Operations Team and never by one individual. Three critical criteria to be considered are:

- Where there is reasonable cause to believe that any child may be suffering, or at risk of suffering, significant harm
- Where there is evidence that the child is suffering, or at risk of suffering, significant harm
- To prevent significant harm arising to children or adults, including the prevention, detection and prosecution of serious crime