



## **Confidentiality Policy**

EYFS- 3.68, 3.69, 3.70, 3.71, 3.72

*Refer to Mobile Phone and Social Networking Policy, Child Protection Policy and Data Protection Policy*

### **1. Statement**

As required by the Data Protection Act 1998, and General Data Protection Regulation (GDPR) May 2018. All My Friends Childcare Ltd regards confidentiality to be paramount in the interest of all employees, children and their families who attend, or have attended the nursery and those on waiting lists. In accordance with the company's Child Protection Policy confidentiality must be maintained to ensure that relationships can be developed based on mutual respect and trust.

### **2. Policy**

2.1 All employees and students on placement must abide by the confidentiality policy and sign at their induction to say that they will do this.

2.2 Employee contracts and rates of pay are confidential.

2.3 The staff and management team will not pass on information given by the parents/carers unless permission has been given.

2.4 In accordance with Data Protection Registration employees will ensure that all personal information and files are stored correctly and securely when not in use.

2.5 Personal information about children must not be looked at by students on placement, unless specific written consent has been given by a parent.

2.6 Care should be taken when speaking on the telephone that no information is given on a child unless speaking to parents, emergency contacts or professionals from other agencies such as social services. If in doubt, verify or seek advice and telephone back.

2.7 Observations used for qualifications and training must not use children's full names and require parental permission before commencing.

2.8 Observations on individual children may be seen by parents therefore they should not include surnames of other children.

2.9 Staff will not discuss individual children with people other than the parents/carer, manager, SENCO or Room Leader or other professionals where required.

2.10 Safeguarding issues may necessitate referring a child who may be at risk of harm without prior parental consent, in accordance with the Child Protection Policy.

2.11 No staff member or student is permitted to discuss children, parents or anything to do with the company on any social networking site, as laid down in all job descriptions and contractual agreements.

2.12 Staff are prohibited from discussing or divulging any business progression or development plans to third parties, including competitors or employees of local competitors.



All the undertakings above are subject to the paramount commitment of All My Friends Childcare settings to the safety and well-being of the child.

Any breach of confidentiality will be considered as a serious offence and may result in a charge of gross misconduct, in line with the company's Disciplinary Policy.

Internal use only

<b>This policy was adopted on</b>	12/02/2019
<b>Signed on behalf of the setting</b>	
<b>Policy updated on</b>	17/09/2019
<b>Updated by:</b>	Joanne Ross Beth McTaggart 21/10/20
<b>Date disseminated to staff</b>	
<b>Date for next review</b>	21/10/2021