



# Oscar Bears' Day Care

## Confidentiality Procedure

### Introduction

In this policy we will set out how you and your child's information and details are stored.

We will also set out which agencies we have a statutory obligation to share information with. By signing Oscar Bears Day Care registration forms you are agreeing to the following procedure.

All staff will be privileged to sensitive information and are expected to adhere to this procedure at all times. Any breach of this procedure will be seen as gross misconduct, and disciplinary procedures will take place.

Oscar Bears Day Care will have regard to the data protection act and the freedom of information act at all times.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Storage of information

It is legal obligation that Oscar Bears Day Care holds information on the children that we care for and the staff volunteers and students.

Basic information will be used to form registers, invoices and for emergency contacts.

All data held will be in the office which is a locked room.

The only people that have access to a child's file are the nursery management and the child's key worker when permitted by management. Parents may request to view information held on their child at any time. Parents are not permitted to see information held on any other child under any circumstances.

The only people that have access to staff files are nursery management. Staff may request to view information held on them at any time.

Additional basic information will be put on the nursery software system, in order to form registers and invoicing. This is password protected.

Staff are not permitted to take learning journals home or any other document which may contain details of the child. Oscar Bears' operates Tapestry to create online learning journals, these can only be accessed by the nursery iPads which are also pin protected.

### Sharing of information

**Oscar Bears Day Care will not** disclose any personal information. Anything that is discussed with nursery management or staff is treated in the strictest of confidences. Information relating to the child and their parents will only be disclosed on a need to know basis.



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**Staff at Oscar Bears Day Care will not** discuss a child, family or situation outside of the nursery setting nor with anybody who is not involved in the direct care of the child.

**Oscar Bears has a legal obligation** to disclose any information to the local safeguarding children authority that is related to the safeguarding of a child.

**Oscar Bears Day Care will share** your information with West Sussex County Council to ensure that your child is able to receive the early years free entitlement upon turning three. (additional forms must be signed)

**Oscar Bears Day Care will share** information to the school that they will eventually graduate to.

**Oscar Bears Day Care will share** information with legitimate dept collecting agencies in the event of none payment of fees (please see admissions policy).

**Oscar Bears Day Care will share** information with your consent with other outside agencies such as the first team, sensory support etc.... Oscar Bears Day Care will only seek support from these outside agencies with your prior knowledge.

## Staff and Students

Staff induction includes an awareness of the importance of confidentiality in the work place. Staff are given a copy of the policy to read and adhere to. These policies are always available.

Students are also given a copy of this policy. Due to the nature of the nursery environment students may sometimes be privy to conversations between staff and parents. These exchanges must be kept confidential and not discussed outside of the nursery environment. Students must seek out the written approval of parents before including a child in their nursery observations/child study.

Employment of staff and volunteers and any surrounding issues will remain confidentiality to those directly involved with making personal decisions.

Staff information will be shared with OFSTED and the accountant for salary purposes. Personal details will not be shared with parents.

## Disposal of data

Oscar Bears Day Care has a legal obligation to retain all information for at least five years. Even after a child has left the setting. During this time, we will continue to ensure that information is stored safely and appropriately.

During the recruitment process any personal information for an unsuccessful candidate will be shredded unless candidate has agreed to remain on file for future.

Written by: Laura Mills

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