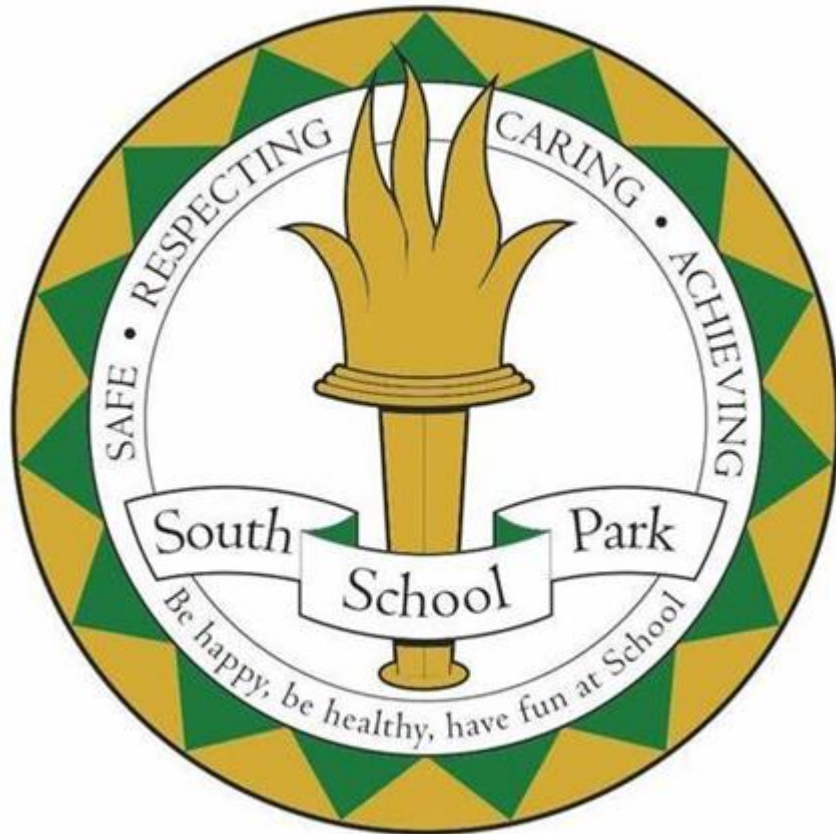


Confidentiality Policy



Fraserburgh South Park Nursery

January 2023

UN Convention on the Rights of the Child

Article 16 (Right to privacy): Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families, and their homes.

This policy exists to protect children, parents, carers, families, and staff and to ensure that everyone using our Early Learning and Childcare setting is absolutely clear about issues of confidentiality and what the procedures and routines are in respect of this matter.

In the course of their work staff will have access to information that is confidential.

This will include:

- Medical details
- Marital status
- Parents' employment situation
- Court orders - concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child protection - where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Religion
- Addresses and phone numbers
- Child development records - shared with parents, staff and relevant professionals and schools at appropriate times
- Chronologies

It is essential that information be kept within these boundaries. It is therefore expected that ALL staff (including students) -

- Do not discuss children/parents/carers outside the school
- Do not discuss other people's children with a parent/carer
- Do not discuss children/parents/carers in school where they may be overheard
- Only discuss confidential information with outside agencies with permission of the Senior Practitioner/Head Teacher.

Parents/carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents/carers have access to their child's records.

Files are kept in a locked cupboard in the school office. They will only be accessed by staff who are bound by the confidentiality policy. Other information which the staff need access to on a regular basis, for example care plans, IEP's, information from outside agencies such as speech and language and medical risk assessments are kept in a filing cabinet within the Nursery and transferred to pupil files in the office as necessary. Only Nursery staff have access to these filing cabinets.

Personal information relating to health matters will be kept available and accessible to those who need it in the school office.

No personal information will be kept in open access documents (e.g. diaries).

All staff records are kept confidential. Staff may see their own records at any time.