

Confidentiality Policy

During your children's time at Little Learners there will be times when information given to us is confidential. To ensure that confidentiality is always maintained the following procedure will be followed:

- Parents will have access to their own child's records including learning journeys and summative assessment records etc...All parents are signed up to Nursery in a Box so they can access their child's records as and when they would like to. Each parent has their own password.
- Employees will not discuss individual children other than the purpose of curriculum planning/group management or in cases where it is a Safeguarding/Child Protection issue, the discussion will only take place inside the setting or at any meetings that involves the child.
- We will only share information about a child where permission is given or if we feel a child is at risk from harm and will contact MASH or Children's social care without informing parent or carer.
- Personal information regarding any child is locked in a file only management staff have access to or is password saved on our digital cloud storage, and on our online system Nursery In A Box which is a secure online system that we use to store all our registration forms, registers etc. all staff members have their own password with limited access to certain records, the managers have full access.
- Students/visitors coming into the setting will be advised of the confidential policy within their induction.
- All information received from employees, always remains confidential and are stored in individual files locked in the office area. To which the management team are the only staff members to have access and on our online system Nursery In A Box.
- Any concerns should be reported to the Management team.

Management Team:

Elaine Burnett: Managing Director/Owner: elaine@littlelearnersdaycare.co.uk

Vicky George: Manager: vicky@littlelearnersdaycare.co.uk

Gemma Lihou: Deputy Manager: manager@littlelearnersdaycare.co.uk

Danielle Burnett: Manager in training: manager@littlelearnersdaycare.co.uk

Charlie Westrope/Sara Jones: 3rd In charge

- Breach of confidentiality could lead to a disciplinary and action will be taken.
- Parents/carers will be requested to give permission for sharing information by signing a form as part of the registration process. This is to enable your child's key person/manager/ SENCO/DSL to liaise with other professionals and outside agencies to ensure that all children's needs are met.
- All documents/records will be accessed on a need-to-know basis only: for example: child's keyworker, senior staff members, health visitors, social workers, local authority etc.
- All parents should take note of the privacy notice.

Reviewed: January 2025 by Vicky George, Manager *V. George*

Next Review: January 2026