



## Records, Information Sharing and Confidentiality

### **RECORDS**

As a childcare provider, Zeeba Nurseries recognises the importance of maintaining up to date and accurate records, obtaining and sharing information (with parents / carers, other professionals working with the child, the police, social services or Ofsted as appropriate), to ensure a safe and efficient management and to help to meet all the children's needs.

We will maintain a regular two-way flow of information with parents / carers and between providers if a child is attending more than one setting.

It is a legal requirement to hold certain information about the children and families using our nurseries and the staff working at the nursery. All records will be stored and remain in a locked cabinet, in the Nursery Office, in line with the Data Protection Act.

Children's learning journeys are kept in the children's rooms. They must be updated in the nursery and must not be taken off the premises by staff. Online learning journeys are subject to strict access rules and the tablets are kept in a lockable cabinet when not in use.

Records relating to individual children must be retained for a reasonable period of time after they have left the provision (see Appendix A: Archiving Documents).

### **Transfer of Records to Schools**

Confidential records are shared where there have been child protection concerns according to the process required by Local Safeguarding Children Board. The procedure guides this process and determines what information we can and cannot share with a receiving school or setting. We will post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'.

### **CONFIDENTIALITY**

Any child or adult using the nursery has the right to expect the private information they share to remain private. Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Information must be shared in a sensitive and respectful way. We will ensure issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.

Private information from parent / carers, children and other colleagues should not be requested or shared with people outside the nursery unless there is a clear reason to do so such as a child protection concern, in which procedures as stated in the Safeguarding Policy must be followed. If a member of staff is told something or observes behaviour that gives rise to concern about the safety of a child or adult then this should be raised immediately with the Nursery Manager. We will ensure any concerns / evidence relating to a child's personal safety are kept in a secure, confidential file and are shared on a "need-to-know" basis. If, however, a child is considered at risk, our Safeguarding Policy will override confidentiality.

We will ensure that parents / carers have access to files and records of their own children but not to those of any other child. Under the DPA 1998, there are specific exemptions under which certain personal information may, under specific circumstance, be withheld from release (for example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual). We will gain parental permission for any information to be used other than for the above reasons.



Zeeba Nurseries expects all members of staff, students, apprentices and volunteers, whether paid or unpaid, to maintain confidentiality and security of information and to take all necessary steps to ensure this.

Some parents may share information about themselves with other parents as well as with our staff; Zeeba Daycare cannot be held responsible if information is shared by those parents whom the person has 'confided' in.

Confidential matters relating to the nursery should not be discussed or mentioned on any social networking websites (see our Use of Social Media policy).

All members of staff, students, apprentices and volunteers will be made aware of the Confidentiality Policy during the induction process including an awareness of the importance of confidentiality in the role of the key person.

Any breach of this policy may result in disciplinary action, and in serious cases, dismissal, under our Disciplinary Policy and procedures.

## **LEGAL FRAMEWORK**

Freedom of Information Act 2000

Data Protection Act 1998

Human Rights Act 1998