

## Yeovil College Children's Centre Confidentiality Policy

Every Child Matters									
Be Healthy		Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well- Being	

It is our intention to respect the privacy of children and their parents/ carers, whilst ensuring that they access high quality nursery care and education. 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 child. We ensure that all those using and working in the nursery can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child
- Feedback on an individual child will be given to the parent/ carer of that child only, unless they state a third party can be involved e.g. Grandparent, childminder
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker
- Any concerns/ evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know basis"
- Personal information about children, families is kept securely in the office that has a key coded door lock, whilst remaining as accessible as possible.
- Information about individual members of staff is kept in Yeovil College's H.R department on college campus.
- Information about individual members of staff will not be given out except in the case of Child Protection.
- Visitors to the Children's centre e.g. voluntary staff and students will be made aware of the importance of confidentiality of information and their responsibility to the Children's Centre