



CONFIDENTIALITY POLICY

The confidentiality of both staff and children's personal records will be maintained at all times.

Procedures

Children

- Admission Forms containing all contact details for the children are kept in the Register at nursery, in a secure location and accessible to Staff.
- Information relating to behaviour or injuries recorded by the nursery will be archived and held for 21 yrs and 3 months. This is in line with the policies from the European Court of Human Rights.
- Key worker files should be accessed by parents only via their child's key worker; these files are not kept on site.
- Information relating to fees will be held by the Treasurer and Fees/Funding Secretary.
- Information necessary to administer fee collection and Nursery Education and other Grant claims will be held by the Treasurer and Fees/Funding Secretary.

Staff

- All employment records relating to staff will be held by the Treasurer.
- The Nursery Supervisor is responsible for maintaining staff records relating to development, training and discipline.
- All staff are required to ensure that confidentiality relating to children is maintained at all times.
- All staff are required to ensure that confidentiality relating to key worker files is maintained at all times. These files are kept by the key worker and are accessible to the parents.

Committee

- All Committee members are required to ensure that matters relating to both children and staff disclosed within Committee meetings remain confidential at all times.

General Data Protection Regulation – www.gov.uk

Date for review: MARCH 2025