



## **Confidentiality Policy**

**Reviewed October 2016**

### **Underlying Principles:**

Cherry Tree Nurseries acknowledges that information relating to children is sensitive and needs to be handled carefully.

Cherry Tree Nurseries is committed to respecting the confidentiality of Parents/Carers/Volunteers/students and staff.

Service users and providers have the right to decide what information they choose to share with the nursery. They also have the right to know what information is held about their child and the right to change this information if they believe it to be inaccurate.

### **Commitment**

Cherry Tree Nursery's staff will not divulge any personal details of service users or personnel involved in the service to outside parties without their prior permission except in circumstances outlined below.

The confidentiality of service users will only be breached if any information received by Cherry Tree Nurseries gives rise to concern for the safety or well being of a child. When such situations arise Cherry Tree Nurseries will:

- Explain its role and that of Social Care and OFSTED.
- Explain that the information must be passed on for investigation.
- Record details of the information given and contact the relevant authority immediately.

Cherry Tree Nurseries will comply with the Data Protection Act.

### **Implementation**

Cherry Tree Nurseries will ensure that all staff are aware of, and agree to adhere to, the Confidentiality Policy. This includes both staff employed directly by Cherry Tree Nurseries and any others who operates on its behalf or represents it in any way.

Procedures for the collection and maintenance of information about providers, and for enquiry logging, will incorporate the requirements of this policy.

Unauthorised access to data about individuals will be prevented by a password system for the database, and secure storage of paper records.

Breaches of confidentiality will be treated as a serious matter and will lead to disciplinary action

The Confidentiality Policy will be given to staff, service users and providers.

The existence of a confidentiality policy will be referred to in information and publicity materials.

**To be reviewed October 2017**