Confidentiality

At The Orchard Nursery, we are committed to ensuring that all children, families, and staff feel safe, respected, and valued. We understand that confidentiality is essential in building trust, supporting families, and maintaining a professional environment. This policy sets out how we will handle sensitive and confidential information within our setting.

Confidentiality Commitments

To uphold confidentiality at all times, we will:

- Ensure that **parents/carers can access records relating to their own child only**. Information about other children will never be shared.
- Require that **staff do not discuss individual children or families** with anyone other than the child's own parents/carers, unless necessary and with prior consent.
- Keep **information shared by parents/carers confidential**, and only pass it on with their consent, unless a safeguarding concern overrides this.
- Ensure that **personnel matters** (e.g. staff performance, grievances or pay related issues) remain confidential to those directly involved.
- Store any **safeguarding concerns or evidence** in a secure, confidential file, accessible only to the Manager, deputy manager and the Designated Safeguarding Lead (DSL).
- Comply fully with the **Data Protection Act 2018**, **General Data Protection Regulation (GDPR) 2018**, and guidance from the **Information Commissioner's Office (ICO)**.
- Ensure that any confidential information seen or heard by staff remains **within the nursery** and is not shared externally.
- Require that children's **abilities, behaviours, or needs** are only discussed with the child's parents or involved professionals, with parental consent—unless safeguarding concerns apply.
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Staff Expectations

- **Confidentiality is a professional obligation.** Staff who discuss a child or family outside the appropriate professional context may be suspended without pay and subject to disciplinary action, up to and including dismissal. This includes sharing information with ex-employees.
- Information may only be discussed as needed for:
    - Curriculum planning
    - Safeguarding
    - Nursery management
- Any staff discussions about children must be conducted respectfully and in private.

Sharing Information in Some Circumstances

Confidentiality

- While we strive to maintain confidentiality, there may be **legal or safeguarding reasons** that require us to share information without consent.
- In such cases, information will be shared with relevant professionals on a **strictly need-to-know basis** and handled in a way that protects the welfare of the child and the integrity of all involved.
- When the children are receiving 2- 3 or 4 year old funding the local authority provide a '**Privacy Notice'** informing parents what the LA will do with personal information to comply with the Data Protection Act 2018 and GDPR.
- Records of progress (Transition record) across the Early Years Foundation Stage are passed on to schools when the child leaves our Nursery.
- Any information passed via email will be sent via a secure emailing system.

Parents and Confidentiality

- We kindly ask parents/carers not to discuss other children or families. Please consider how upsetting it would be to hear another parent talking about your child.
- While parents/carers may choose to share personal information with other parents or staff, **the nursery cannot be held responsible** if that information is shared beyond those individuals.
- If you are facing difficulties, the **Nursery Manager is available** to offer confidential support and signpost to appropriate services.

Relevant Legislation

This policy is aligned with the following statutory and regulatory frameworks:

- The Children Act 2004
- The Data Protection Act 2018
- General Data Protection Regulation (GDPR) 2018
- The Human Rights Act 1998
- The National Standards for Under 8s Daycare (2001)
- Early Years Foundation Stage (EYFS)

For Facebook confidentiality – please refer to Social Media Policy.

Signed on behalf of the nursery.....Emma Middleton.....Date:… August 2026