



Confidentiality Procedure

Purpose of policy

Snuggle Bunnies Childcare (Nursery) are committed to keeping information regarding children, parents, carers, and staffs as confidential as possible. At Snuggle Bunnies we respect every parent and child's rights to confidentiality. With attention to this, would all parents please be aware of the following points.

Who is Responsible?

It is the responsibility of all staff to make sure that all information about the parents, children and staff remains confidential and within the confines of the provision. The information stored in the setting files about the children is available to only the setting staff and the individual child's parents/carers. This information is stored securely. Please see the Data Protection Policy and the Information Sharing Policy for further details.

Parents and carers should feel that they can speak with a member of staff in complete confidence, if you would prefer this please speak to the member of staff of your choice, this information will not be shared unless it is the best interest of the child. If the information is shared, parents should feel secure that only the setting staff will only be aware of this information. The childminder will be ask the parent for permission to share information with professionals out of the setting.

Any information given to us about parents or children at the setting will be treated with greatest respect and will remain confidential to all except for practitioners (Please note staff will only be informed of any confidential information if it is important to the welfare of the child).

Any information that a child gives us will be treated with the same confidentiality as their parents. If a child wants to share information that they do not feel that they can share with their parents/carers we are obliged to treat that information in strictest confidence unless it is of harm to the welfare of the child.

Any information that a parent gives us about their child will be treated with strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation. Where the staff member feels that it is in the best interest of the child to pass on the information shared, this will be discussed with the childminder in the first instance and appropriate action will be taken.

No member of staff will discuss children's information (unless it relates to the activities of the day) out of the setting with anyone other than the parents/carers. Information will be shared with other professionals without parents' permission only if the well-being of the child is at risk.

All confidential information will be kept in the confines of the setting and will not be removed and is password protected.

All staff will be aware of the confidentiality policy and procedures and will be required to accept and sign Snuggle Bunnies Childcare (Nursery) Confidentiality Policy agreement.

At all times information given by the parents/carers or the child will be treated as the safety and well-being of the child in mind. The setting will consider any unauthorised information sharing as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement. All parents should note that in cases where there is a child protection concern, the nursery has legal responsibility to share this information.

If you wish to discuss this policy further, please speak with the childminder (manager).

Last Updated/Reviewed On:	SIGNITURE
16/03/2020	C. Morgan
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