  

 Alehousewells Nursery

**Confidentiality Policy**

This policy exists to protect children parents, carers, families and staff and to ensure that everyone using the nursery is absolutely clear about issues of confidentiality and what the nursery’s procedures and routines are in respect of this matter. This should be read in conjunction with Aberdeenshire Council’s Information and Security and Confidentiality Policies.

In the course of their work staff may have access to information that is confidential.

This will include:

* Medical details.
* Court orders – concerning child’s residence or contact with family members, including foster children and Social Work Department placements.
* Child protection – where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
* Chronologies where sensitive information is stored on paper and Click and Go.
* Police concern reports should only be shared on a need to know basis, where staff who have accessed the report must sign and date the sealed envelope.
* Religion.
* Contact Information.
* Child’s personal information records – shared with parents, staff and relevant professionals and schools at appropriate times.

It is essential that information be kept within these boundaries. It is therefore expected that staff (including students) –

* Complete and pass the GDPR Data Handling course on Aldo within a set timeframe of starting employment with Aberdeenshire Council?
* Do not discuss children / parents / carers outside the school.
* Do not discuss other people’s children with a parent / carer.
* Do not discuss children / parents / carers in school where they may be overheard.
* Only discuss confidential information with outside agencies with permission of the Early Years Senior Practitioner or Head Teacher. Any information shared with an outside agency should be recorded in the child’s personal file by the information handler (i.e. reports, telephone conversations, meetings etc).

**Storage of Personal Information**

Will only be accessed by staff who are bound by the confidentiality policy.

* **Butterfly Personal Files is kept in a locked filing cabinet in Nursery Office.**
* **Caterpillar personal Files is kept in the locked cupboard in the kitchen.**
* Personal information and emergency contacts will be kept in these locked files, the School Office stores personal information in Seemis where they can access information if required.
* Medical information is kept in the Medication Cupboard for instant access.
* No personal information will be kept in open access documents (e.g. diaries).
* All staff records are kept confidential. Staff may see their own records at any time.
* Parents / carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents / carers have access to their child’s records

**Non-Aberdeenshire Council Employees will be expected to sign the Confidentiality Agreement**

This is in line with GDPR (2018) guidance and Aberdeenshire Council Confidentiality Policy, where the non-employee has to sign that they agree with the statement.

   

Telephone Conversation Record

Alehousewells Nursery staff are to record, telephone conversation’s held with other proffessioanls regarding children in our care.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Date | Proffesionals Name | Breif overview of conversation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |