



EYFS Requirement

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.68 to 3.69)

Related Policies

Child Protection Policy

Legislation

Data Protection Act 1998

Introduction

At Stepping Stones we aim to protect the children, families and staff by following current legislation. Anyone who comes in to the nursery environment must agree and respect this policy at all times.

Our Practice

- All confidential information on the children and their family is stored in a locked room and can only be accessed by management
- Staff complete learning journeys on children in the setting and these are kept in a designated area in each room. Parents and carers are not allowed to access these files, if they wish to view their child's file they must speak to a member of staff who will get the file for them.

Parents/Carers

Parents/carers can have access to the records relating to their child, but will not have access to information about other children. It is also a requirement that parents/carers do not discuss information regarding the nursery or the children outside of nursery premises. If staff need to speak to a parent or carer about their child there is a room available where this can be done in private.

Staff

All information regarding staff is kept in a locked room and can only be accessed by management. Staff can only have access to their own records.

Staff are aware that any information that is disclosed to them in the setting about a child or their family must not be shared with anyone outside of the nursery. This is made clear to them during the induction process.

Staff will not take information about children out of the nursery building without prior consent from the nursery manager.

Outside Agencies

Staff may need to share some information with outside agencies or with other professionals, such as for a child protection issue. This is only done on a need to know basis, and will be kept strictly confidential. If this action needs to be taken, the staff will discuss the issue first with the parent/carer, unless the discussion would risk putting the child in further danger. The child's needs remain paramount at all times.

We will only share information that is accurate and up to date. Our primary commitment is to the safety and well being of the children in our care.

This policy was reviewed in; May 2014

Signed on behalf of the setting; (Caroline Betts) Signature.....

Date for review; May 2015