

Privacy & Confidentiality Policy

*We are committed to high standards of professionalism.*

*Our philosophy is to respect the rights of those who use Bluebells of Ratby and that confidentiality is respected and maintained at all times.*

*We comply with the General Data Protection Regulation.*

At Bluebells of Ratby we work very closely with children and their families on a day-to-day basis.

 It is a legal requirement for the setting to hold relevant information for each child and their families, which remains confidential at all times.

This information is used for registers, funding, invoices and emergency contacts.

All records will be stored in a locked cabinet in line with the Data Protection registration.

**CONFIDENTIAL ISSUES MAY INCLUDE**

 • Child details - Including registration forms, birth certificates, developmental needs and behaviour.

• Parent details - Including their domestic circumstances. .

• The settings financial dealings.

 • Staff details

**PROCEDURE**

 It is our intention at Bluebells of Ratby to respect the privacy of children and their families which is achieved by:

• Storing confidential records in a locked filing cabinet.

 • Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the setting.

• Ensuring that parents have access to files and records of their own children, but not to those of any other child.

 • Gaining parental permission for any photographs of the children to be used within the setting.

 • Ensuring that staff have a professional relationship with all parents and don’t become too familiar with families within the setting.

• Ensuring that staff are aware that information held for each child is confidential, and only to be used within the setting. If any of this information is requested for whatever reason, the parent’s permission must always be sought.

• Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs

. • Ensuring that staff, student and volunteer inductions include an awareness of the importance of confidentiality.

 • Ensuring that staff, students and volunteers are aware of, and follow, the setting’s social networking policy in relation to confidentiality.

 • Ensuring that any concerns/evidence relating to a child’s personal safety/wellbeing are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis.

If however, a child is considered at risk, the setting’s Safeguarding & Child protection policy will override confidentiality.

**STAFF AGREEMENT**

• All areas of confidentiality must be adhered to at all times. At no time whilst in employment and after termination of employment with Bluebells of Ratby are you to divulge any of our clients details, working practices, policies or financial dealings to any other party.

 • When taking on any private baby-sitting arrangements you must remain professional and ensure that confidentiality of the setting is considered at all times. – See Babysitting policy

. • You must ensure you are aware of and follow our social networking policy in relation to confidentiality.

 If staff, students or volunteers in the setting are to breach any of the confidentiality provisions, including the above agreement, it is considered gross misconduct. Any staff found to have committed gross misconduct will result in a disciplinary action, and in serious cases, immediate dismissal without notice.