



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



CONFIDENTIALITY POLICY

The legal framework for this policy is:

- Data Protection Act 2018 GDPR
- Human Rights Act 1998
- Freedom of Information Act 2000

In accordance with the EYFS statutory framework confidential information and records about staff and children are held securely and only accessible and available to those who have a right or professional need to see them.

All staff are made aware of the need to protect the privacy of the children in their care, as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

We will respect confidentiality in the following ways:

- Development records are open to their parents/carers to see at any time on Tapestry.
- Staff inductions including students and volunteers where they are made aware of the importance of confidentiality in their role and are given a copy of this policy to adhere to.
- Concerns about a child with regards to safeguarding or welfare issues should be recorded, signed, and dated then added to their personal file which is kept securely. Staff are made aware that information of this nature should only be shared with relevant professionals on a need-to-know basis.
- Any staff, student or volunteer that has a child relative within the Nursery will not discuss the child's welfare to any of their immediate family. If they have concerns, they must report this to the key worker or the Nursery Manager.
- GDPR regulations should always be followed, and parental consent must be given before any information is shared with any other professionals, unless there is a serious safeguarding issue. See safeguarding policy.
- Under no circumstances will any personal information be discussed outside the nursery. The only exception to this rule is where there is evidence or suspicion of abuse to harm to a child. See Safeguarding policy.
- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.



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- The policy states that no person working in the nursery environment may be 'friends' or have contact on Facebook, Instagram, Tik Tok or any other social media platform with any family member/carer of a child who is currently attending nursery, therefore such action by a member of staff would be a breach of this policy.