



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
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## CONFIDENTIALITY POLICY

### Policy Statement

Oakbridge Little Learners is committed to maintaining the confidentiality and privacy of children, families, staff and visitors. All personal information is handled responsibly, securely and in line with legal requirements.

Confidentiality is maintained at all times, except where disclosure is required to safeguard a child or comply with the law.

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### Legal Framework

This policy is guided by:

- **Data Protection Act 2018**
- **UK General Data Protection Regulation (UK GDPR)**
- **Human Rights Act 1998**
- **Early Years Foundation Stage (EYFS) Statutory Framework**

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### Access to Information

- Confidential records relating to children and staff are stored securely
- Information is only shared with individuals who have a **professional need to know**
- Development records are available to parents/carers via **Tapestry**

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### Staff Responsibilities

All staff, students and volunteers:

- Are made aware of confidentiality requirements during induction
- Receive and are expected to adhere to this policy
- Must not discuss children, families or staff outside the nursery setting

Any concerns regarding a child's welfare or safeguarding must be:



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- Recorded, signed and dated
  - Stored securely in the child's file
  - Shared only with appropriate professionals on a need-to-know basis
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### **Sharing Information**

- Parental consent is required before sharing information with other professionals, **unless there is a safeguarding concern**
  - Where there is evidence or suspicion of abuse or harm, information will be shared in line with the **Safeguarding Policy**
  - Confidentiality will never prevent action being taken to protect a child
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### **Staff with Family Members in the Setting**

Where a staff member, student or volunteer has a family relationship with a child attending the nursery:

- They must not discuss the child's care or welfare with family members
  - Any concerns must be reported to the child's key person or the Nursery Manager
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### **Social Media**

- Staff, students and volunteers must not have personal contact via social media with parents/carers of children currently attending the nursery
  - This includes platforms such as Facebook, Instagram, TikTok and similar
  - Breach of this requirement may result in disciplinary action
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### **Parental Confidentiality**

Parents/carers may choose to share personal information with others; however, the nursery cannot be held responsible for information shared beyond those individuals.

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### **Policy Review**

This policy is reviewed regularly to ensure it remains compliant with legislation and best practice.

**Created:** August 2020

**Reviewed:** January 2026