



01	<p>At First Steps we recognise that we hold sensitive and confidential information regarding the children, their families and the staff we employ. This information is used to meet children’s needs for registers, invoices, and emergency contacts. We store all records in a locked cabinet or on the office computers with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a ‘need to know’ basis and treated in confidence.</p>
02	<p>Legal requirements</p> <ul style="list-style-type: none"> We follow the legal requirement stated within Statutory Framework for the Early Year Foundation Stage (EYFS) September 2021 and accompanying regulations regarding the information we must hold about registered children and their families and the staff employed at First Steps. <p>We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage and accessibility of our data.</p>
03	<p>It is our priority to respect the privacy of children and their families, and we do so by:</p> <ul style="list-style-type: none"> Ensuring that all staff, student, and volunteer inductions include an awareness of the importance of confidentiality and that information about our children and families are not shared outside of the setting, other than with relevant professionals who need to know such information. All information is kept strictly private and confidential amongst employees at First Steps and will not be shared outside of the setting. If staff breach any confidentiality provisions, this may result in disciplinary action. Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the setting to support the children’s learning and development with parental permission. Ensuring that parents only have access to their own child’s files and not those of other children. Ensuring all staff are aware that this information is confidential and only for use within the setting. If any of this information is requested by the police or local authorities, such as the children’s social care team for whatever reason, the parent’s permission will always be sought prior to sharing. Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects caring for the child’s individual need. Ensuring staff, students, and volunteers are aware of and follow our social networking policy in relation to confidentiality. Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personal decisions. Ensuring concerns/evidence relating to a child’s personal safety are kept in a secure, confidential file and are shared with as few people as possible on a ‘need-to-know’ basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality. <p><i>All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child.</i></p>
04	<p>Staff and volunteer information</p>

CONFIDENTIALITY GUIDELINES

	<ul style="list-style-type: none"> All information and records relating to staff are kept confidential and stored in a locked cabinet. <p>Individual staff may request to see their own personal file at any time.</p>
05	Permission is sought from parents/carers of children prior to any photographs or video footage being taken for any purpose at First Steps Childcare Ltd.
06	Parents/carers are encouraged to speak to their child's key worker about their progress. However, all other matters regarding First Steps Childcare Ltd should be directed to the Manager Ruth Garland-Davies or Deputy Manager Samantha Ware.
07	Staff are encouraged not to babysit for children that attend the setting for financial gain. This is because the nursery cannot, under any circumstances, be held liable or responsible for the conduct of any employed individual whilst not in the workplace. It should also be noted that staff are not covered by the nursery's insurance policy or OFSTED registration when engaging in private, commercial arrangements with parents.
08	Members of First Steps staff are asked to inform the Deputy Manager or Manager of any friendships on social media platforms between themselves and parents of First Steps children. To maintain confidentiality and protect both the children and the setting, it is not acceptable for staff, or parents of First Steps to discuss individual children or slander the nursery in any way. Should such discussions become evident, staff will become subject to our disciplinary procedures and children's places may be suspended.
09	To meet the needs of all the children in our care, we believe it is important to share information with parents and with one another in order to support every child's development. On occasions it may be necessary for 'First Steps' to seek the help and advice from outside professionals. If this action is felt to be appropriate, the parents written permission will be sought first.
10	Any information and knowledge will be shared on a 'need-to-know basis' and will be kept confidential. In line with First Steps Childcare Safeguarding policies, if we have a genuine reason to believe that any child in our care is being abused, we as carers have a duty to report concerns to the relevant authorities. If and where possible, parent's permission will be sought.
11	All information shared with any member of staff in connection with a complaint will be held within the setting and only shared with outside professionals with the parents and relevant staff members written permission. All members of staff will agree to respect the nursery's confidentiality policy as per their employment contract.

Prepared by	First Steps Childcare
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