



Further Information can be found in the Employee Policy & Directives Manual

Merry Poppets Staff

Confidentiality including Whistleblowing policy

Statement of intent

It is our intention to respect the privacy of children and their parents/carers, whilst ensuring that they access high quality nursery care and education.

Aim

We aim to ensure that all parents and carers can share information in the confidence that it will only be used to enhance the welfare of their children.

Methods

To ensure that all those using - and working in - the nursery can do so with confidence, we respect confidentiality in the following ways.

- 1 Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- 2 Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality in the role of the key person.
- 3 Any 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.
- 4 Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible to the necessary staff members.
- 5 Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- 6 Students on nursery placement, when they are observing in the nursery, are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the children. Please see also our policy on child protection.



Whistleblowing

Members of staff are protected from any detriment in relation to certain disclosures made in public interest. All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. We have a duty to identify such situations and take appropriate measure to remedy the situation. Encouraging a culture of openness within our organisation helps prevent illegal or unprofessional conduct. Accordingly, if you are concerned about any form of malpractice you should report to the manager. If you reasonably have a concern of this sort and raise it in good faith you will not suffer any form of victimisation or detriment from the Nursery and any such conduct by another member of staff will be treated as a serious disciplinary offence.

REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.