

Confidentiality

I. CONFIDENTIALITY OF INFORMATION DECLARATION

All members of staff will be aware of the need to respect the confidentiality of information which we gain in the course of our business.

It is important that you appreciate and accept your legal obligation not to divulge confidential information and you are asked to sign a declaration on joining as detailed below.

"I will not disclose any confidential information within the following categories:

- Information concerning any client of the Nursery or his/her/its business or private affairs or finances or property or information obtained in the course of Merry Poppets practice as a Nursery.
- Information concerning Merry Poppets Limited or their respective businesses and finances.
- Information, data or know-how of any kind whatsoever relating in any way to all and any computer programs, program specification, the manner of operations and function of such programs and/or documentation relating in each case to computer hardware and systems used by the Nursery .
- Information concerning any Deputy of the Nursery or any Director or member of staff of the Nursery or the businesses or the personal affairs or the finances or property of any such person.

Neither will I keep or copy for my own use or the use of any third party any document, list or other such material produced or collected by me in the course of my work, which I acknowledge will be the Nursery's property in all respects, and of which I will deliver all copies (in whatever form and on whatever storage media) to you on the termination of my employment."

If you have any doubts about whether or not information is confidential, please consult with your Deputy. You should however assume that any information in the categories referred to above is confidential unless you are required to disclose it in the performance of your duties or have been specifically authorised by a Deputy to disclose it to any other person.

The unauthorised disclosure of confidential information will be dealt with under our disciplinary and capability procedure and will, in most cases be considered gross misconduct which may result in summary dismissal.

2. INADVERTENT RISKS TO CONFIDENTIALITY

All members of staff must be careful to ensure that information regarding clients or their work does not inadvertently become available to third parties. For instance, you must ensure that you never:

- Talk about clients or the work we are doing for them where you may be overheard in trains, pubs etc.
- Leave sensitive information on desk tops in rooms which can be viewed by authorised visitors of the Nursery (such as the parents or guardians of the children).
- Talk about clients or your work with people outside the Nursery.
- Use lap-tops or read documents etc. in public places, where you may be overlooked.
- Talk about clients or the work we are doing for them on social media. For further information please see the Nursery's social media policy.
- Access sensitive information via an unsecure internet connection.

3. CONFIDENTIALITY AND NURSERY TECHNOLOGY

As a result of the increased use of modern technology it is necessary to be particularly careful when communicating with clients and others by fax, e-mail etc. Please check that you have the correct number or address before sending material and also check that the recipient is the proper person to receive the information.

4. CONFIDENTIALITY AND THE PRESS

Members of staff are not permitted to talk to the press, make statements or submit material for publication concerning the Nursery or its clients. If you are approached directly by anyone from the Press, you should refer them to a Director of the Nursery.

5. 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.