** H**appiness **– A**chievement – **N**urture **– K**indness

**Confidentiality Policy**

**Kinellar Nursery**

This policy is in place to ensure we protect children, families and staff and that everyone has a shared understanding about the issues of confidentiality. It is also important that everyone knows the nursery’s procedures and routines regarding this.

During work hours staff will have access to information that is confidential.

This may include:

* Medical details.
* Child protection – where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
* Chronologies where sensitive information is stored in Pastoral Notes on Click and Go. Also in the child’s file in the chronology folder.
* Police concern reports should only be shared with
* Religion.
* Contact Information.
* Child’s personal information records – shared with parents, staff and relevant professionals and schools at appropriate times.

It is essential that information be kept within these boundaries. It is therefore expected that staff (including students) –

* Complete and pass the GDPR Data Handling course on Aldo within a set timeframe of starting employment with Aberdeenshire Council.
* Do not discuss children / parents / carers outside the school.
* Do not discuss other people’s children with a parent / carer.
* Do not discuss children / parents / carers in school where they may be overheard.
* Only discuss confidential information with outside agencies with permission of the Early Years Senior Practitioner or Head Teacher. Any information shared with an outside agency should be recorded in the child’s personal file or Pastoral Notes by the information handler (i.e. reports, telephone conversations, meetings etc).

**Storage of Personal Information**

Will only be accessed by staff who are bound by the confidentiality policy.

* **Personal Files are kept in a locked filing cabinet in Nursery kitchen.**
* Personal information and emergency contacts will be kept in these locked files, the School Office stores personal information in Seemis where they can access information if required.
* Medical information is kept in the Medication Cupboard for instant access.
* No personal information will be kept in open access documents (e.g. diaries).
* All staff records are kept confidential. Staff may see their own records at any time.
* Parents / carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents / carers have access to their child’s records

** H**appiness **– A**chievement – **N**urture **– K**indness

**Non-Aberdeenshire Council Employees will be expected to sign the Confidentiality Agreement**

This is in line with GDPR (2018) guidance and Aberdeenshire Council Confidentiality Policy, where the non-employee has to sign that they agree with the statement.

**Policy Author – Nikki Nicol**

**Date of Issue – December 2020**

**Date of Review – December 2021**