

Peapod Nursery School



Confidentiality Policy

Your child's confidential details will be stored securely and will only be made available to people directly involved in your child's care and wellbeing. Not all information held on your child will be kept in the same place.

Details about diet, allergies and food likes and dislikes will be stored in the kitchen and will be checked by the staff responsible for each meal and snack.

It is important to keep children and their information safe. We comply with the Data Protection Act 1998 and Freedom of Information Act 2000.

All information is kept in a locked cabinet in the office, and only people who have a need to the information will have access to it. Staff are trained regarding the confidentiality of your child's personal information.

The Peapod asks for a registration form to be completed when your child starts with us, providing the Peapod with personal information required for your child welfare and to meet Ofsted standards. Your child's information will be kept safe after your child leaves the setting, for a period of up to 21 years.

You are able to request a copy of all the information held on your child, however we reserve the right to request a fee to cover printing costs.

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Staff_Procedure

Medical consent forms will be stored in a file containing all emergency information. If a child has to be taken to hospital, this form will accompany them and become the property of the hospital. This ensures they have all medical information about your child and permission to carry out emergency treatment (if given). It will also provide medical personnel with the parent's contact information.

Details regarding the children entering the setting will be recorded and stored securely. The information will be shared with anyone who is directly involved with the child's care, and only with prior parental consent. Such people would be other childcare providers caring for the child, other professionals caring for the child's wellbeing, and Ofsted. Parent's comments and opinions will be recorded with their child's records.

The records will be kept safe and secure and only shared with other professionals. Parental permission will be required to give a copy to parents. The manager must be aware of the and staff must be aware of their responsibilities with confidentiality. Parents may view their child's records on request, so long as they have no dpa exceptions, ie a concern about the parents.

All staff must understand confidentiality and must ensure they discuss children's details discretely, so they cannot be overheard, and only with people directly involved in the child's care. Children's records will be kept for a period of time after the child has left the setting, a minimum of six years.

References/Further Information

Data Protection Act 1998
www.gov.uk/ukpga/1998/29/contents
www.gov.uk/data-protection-act

Freedom of Information Act 2000
www.legislation.gov.uk/ukpga/2000/36/contents

Statutory Requirements 3.68-3.72

