

<b>LSA MONTESSORI</b> <b>Confidentiality, Document and Information Policy</b>	
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Policy first written	September 2016
Review dates (and amended if required)	

LSA Montessori recognises the importance of maintaining up to date records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

The nursery is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Director and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within nursery.

The nursery is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the nursery holds on their child. Records and information will be made available to parents/carers on request unless subject to an exemption. If for any reason a request is going to be refused then this decision and an explanation will be communicated to the parent/carer.

#### Record Keeping

Ordinarily information kept on a child will include:

- Birth Name (along with any other name the child is known by)
- Date of Birth
- Gender
- Any other nurseries attended
- Ethnic background
- Religion
- Languages spoken
- Home address and telephone numbers
- Names of parents and/or carers
- Contact information for parents and/or carers
- Other emergency contact information
- Names of doctor and telephone number
- Details of any specific health issues (including special educational needs)
- Details of any specific dietary requirements, allergies and food and drink preferences.
- Names of people authorised by parents/carers to collect children along with agreed passwords if deemed appropriate.
- Any other information relating to the child deemed by staff and parents/carers to be relevant and significant.

Additionally and in accordance with our policies and procedures, the following records and information will be stored and maintained by the nursery.

- An up to date record of all staff, students and volunteers who work in nursery, including names, addresses, phone numbers, CRB check references and any other information accrued during their time spent working at nursery.

- A record of any other individuals who regularly spend time at nursery including contact details.
- The daily attendance registers and signing in and out book.
- Records of activities planned and implemented by nursery including any off-site visits and outings.
- Records of any medications being held by staff on behalf of children, along with the signed forms.
- Records of signed Accident and Incident forms.
- Records of signed admission forms, giving parental authorisation for staff to consent to emergency treatment for children if necessary.

The Director has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

All required records relating to individual children are maintained whilst the child is at nursery. Records on children are given to parents/carers once the child leaves.

#### Notification of Changes

The nursery recognises its responsibilities in keeping children, parents/carers, staff and OFSTED informed of any changes to the running or management of the Kindergarten that will directly affect them.

Wherever possible, if changes are to be made, affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the nursery will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the nursery to inform OFSTED at the earliest possible opportunity:

- Any changes in Management
- Any changes to the premises
- Any significant changes to the operational plan
- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.
- Any other significant events.

#### Confidentiality

The Directors, staff, volunteers and any other individual associated with the running or management of the nursery will respect confidentiality by:

- Not discussing confidential matters about children with others outside nursery.
- Not discussing confidential matters about parents/carers with children or others outside nursery.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk of child abuse or neglect, the Safeguarding Policy will override confidentiality on a "need to know" basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action.