

**[Link to Statutory Framework for the Early Years Foundation Stage.](#)**

**Section 3. Information and records.**

## **Confidentiality Policy**

It is a legal requirement on Topsham House to hold information about the staff, children and parents using the nursery. Information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked filing cabinet, or on the computer in the office; the office can be locked when not in use.

The staff through their close relationship with both the children and their parents may learn more about the families using the nursery. All staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

Parents/carers are given a Personal Record Form; this form has a section on Photography. This is where parents can inform us if they are allowing the use of photographs of their children to be used within the setting for display work, learning journeys and for external use i.e. promotions or website.

If, however, a child is considered at risk Topsham House's Safeguarding Children Policy will over ride this confidentiality statement.

All information held on staff including references and DBS disclosures are kept and stored securely and when necessary disposed of by secure means.

### **Please Note**

The policies of Topsham House are under continual review in the light of team discussions and its effectiveness. Policies may be amended at any date and any revisions are handed to staff accordingly.

The annual review takes place in June. This policy was updated November 2014 PH