



Confidentiality Policy

Policy Statement

We respect the privacy of children, families and staff and maintain strict confidentiality in our setting.

Information is shared only on a **need-to-know basis** to ensure children's safety and wellbeing.

Confidential Information

Confidential information may include:

- Personal details about children and families
- Medical information
- Development records
- Safeguarding concerns
- Staff personal information

This information must not be shared outside the setting unless there is a valid reason.

Staff Responsibilities

Staff must:

- Keep personal information private
- Not discuss children or families outside of work
- Avoid discussing confidential matters in public areas
- Ensure records are stored securely

Staff must sign a **confidentiality agreement** when they begin employment.

Sharing Confidential Information

Confidential information will only be shared when:

- Parents give permission
- It is necessary for safeguarding a child
- It is required by law or regulatory authorities

Where possible, parents will be informed when information is shared.

Information Sharing Policy

Policy Statement

Effective information sharing is essential to safeguarding and promoting the welfare of children.

Our setting follows guidance from **Working Together to Safeguard Children** when sharing information.

When Information May Be Shared

Information may be shared when:

- A child may be at risk of harm
- There are safeguarding concerns
- Professionals need information to support a child's wellbeing
- We are required to do so by law

Safeguarding concerns always take priority over confidentiality.

Who We May Share Information With

Information may be shared with:

- Local authority safeguarding teams
- Health professionals
- Schools or other educational settings
- The regulator **Ofsted**

Only relevant information will be shared.

Consent

Where appropriate, we will seek parental consent before sharing information.

However, consent is **not required if a child is at risk of harm.**

Recording Information Sharing

Whenever information is shared we will record:

- What information was shared
- Who it was shared with
- Why it was shared
- The date and time

This ensures transparency and accountability.
