



Confidentiality and Record Keeping

At Clare House Nursery we recognise that families entrust us with sensitive personal information. We are committed to treating all information relating to children, families and staff with the highest level of confidentiality, professionalism and respect. Information is collected, stored, used and shared in accordance with the current Statutory Framework for the Early Years Foundation Stage (EYFS), the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and our Data Protection and Confidentiality Policies.

Most information shared between children, families and the nursery remains confidential. Information will only be shared where there is a lawful basis to do so, where it is necessary to safeguard a child, or where we are required to do so by law.

To ensure confidentiality is maintained:

- Staff only access information that is necessary for them to carry out their professional responsibilities.
- Children's progress, wellbeing and development may be discussed during staff meetings to support planning and care; however, confidential or sensitive information is only shared with staff who have a legitimate need to know.
- Staff do not discuss children, families or colleagues with anyone who is not directly involved in their care or outside of their professional role.
- Discussions with external professionals take place within an appropriate professional framework and in accordance with information sharing guidance.
- Parents and carers are informed when information is recorded about their child, unless doing so would place the child or another person at risk or would compromise a safeguarding investigation.
- All records are completed promptly, dated, timed where appropriate, and signed or electronically attributed to the member of staff making the entry.
- Records are factual, accurate, objective and respectful. Staff distinguish clearly between fact, observation and professional opinion, recording the child's own words wherever possible.
- Records must never contain discriminatory, judgemental or inappropriate language.
- Significant events, accidents, incidents, injuries, existing injuries, safeguarding concerns, disclosures, meetings, telephone conversations and actions taken are recorded as soon as possible after they occur.
- Where information is shared with another agency or professional, the reason for sharing, what information was shared, with whom and the lawful basis for sharing will be recorded where appropriate. Where information is not shared following consideration, the reasons for this decision will also be documented.
- Children's records are maintained securely using both paper and electronic systems, including approved nursery management systems such as Kindersoft and Tapestry, where appropriate. Electronic records are protected by secure passwords, role-based access permissions and appropriate security measures.
- Confidential records are retained and securely disposed of in accordance with the nursery's Data Retention Policy and current legislation.
- All staff receive training in confidentiality, information sharing and data protection as part of their induction and ongoing professional development.

Safeguarding concerns will always take precedence over confidentiality. Where there are concerns that a child may be at risk of harm, the nursery has a legal duty to share relevant information with the appropriate safeguarding agencies in accordance with statutory guidance, and consent will not normally be sought if doing so would place a child at further risk.

