



**Clapham &  
Clapham Park  
Montessori**

## **Confidentiality Policy**

At Clapham & Clapham Park Montessori we recognise that we hold sensitive and confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or cupboard or on designated computers that are password-protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside our Privacy Notice to ensure compliance under the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") and Data Protection Act 2018.

### **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

### **Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or cupboard or on designated computers that are password-protected
- Ensuring that staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. This includes ensuring that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family or discussed in public. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our Confidentiality Policy and are required to respect it
- Ensuring that all staff, volunteers and students are aware that information about children and families is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records about their own children, but not to those about any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interests
- Ensuring that 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 other than in the safeguarding circumstances above

- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring that staff, students and volunteers are aware that they:
  - must not state where they work on social networking sites
  - must not post anything on social networking sites such as Facebook or Instagram that could be construed as having a negative impact on the nursery's reputation or to be a breach of confidentiality
- Ensuring that issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring that any concerns or evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our Safeguarding Children and Child Protection Policy and Procedures will over-ride confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

### **General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") compliance**

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure that our terms & conditions, privacy and consent notices are easily accessed and made available in accurate and easy-to-understand language
2. We will use people's data only for the purposes detailed in our Privacy Notice and only contact them in relation to these. We will not share or use personal data for other purposes
3. Everyone in our nursery understands that people have the right to access their records or to have their records amended or deleted (subject to other laws and regulations).
4. We will ensure that staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:
  - Being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data.'
  - Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner, but if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

**Staff and volunteer information**

- All information and records relating to members of staff and volunteers will be kept confidentially in a locked cabinet or cupboard.
- Members of staff may request to see their own personal file at any time.

This Confidentiality Policy should be read in conjunction with the Privacy Notice.

<b>Policy reviewed:</b>	<b>Signed on behalf of the nursery:</b>	<b>Date for next review:</b>
April 2026	Ros Bowles and Lucía Gómez-Santana	April 2027