

This setting will respect the privacy of the children, adults & carers whilst experiencing a high level of care & education. We will ensure that all parents & carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Children/Families & Staff information

- Staff will not disclose information either verbally or via the internet to parents or visitors regarding other children & families connected to the setting.
- Staff will only share information regarding children/families to each other whilst in the setting.
- Every child will have an online portfolio built during their time at nursery, this will only be shared between staff and the parent/carer unless otherwise agreed by the parent/carer.
- Computers are placed in the office. Staff have access to certain files.
- Staff records will be stored in the office.
- Parents & Staff will be made aware of the confidentiality policy.
- The canary camera recordings can be used as evidence if necessary in a safeguarding or company litigation situation. Only management have access to these recordings but they can be shared with other professionals/police if necessary and at the management's discretion.

Safeguarding/Child Protection

- Verbal or written consent will be asked for regarding referrals to Social Care. Should consent not be given the designated persons will make the decision to refer without consent.
- In the event of advice being sought from other professionals regarding a child, parental advice will be obtained first. Should consent not be given the designated persons will make the decision to sought advice without consent.
- Parents & carers who have parental responsibility will both be given equal opportunities to discuss their child/family.
- Parents in dispute: Information regarding the child's development and well being will be shared to parents who have parental responsibility.
- Child protection information on individuals will be stored in a locked cupboard with access only to senior management.
- The canary camera recordings can be used as evidence if necessary in a safeguarding situation.

Only management have access to these recordings but they can be shared with other professionals/police if necessary and at the management's discretion.

Social Media, Website & Photographs

- A consent form is taken at the time of registration with regard to permission for photographs to be taken.
- Children on social media have prior permission from parents and are not named
- Staff will not discuss either verbally or via the social media or text messages any matters, information, incidents and situations regarding children or parents outside of the setting.
- Staff will not be linked to parents/families through Facebook or any other social media.
- Discretion from management will be sought for unique circumstances.

Parental responsibility means the legal rights, **duties**, powers, **responsibilities** and authority a parent has for a child and the child's property. A person who has **parental responsibility** for a child has the right to make decisions about their care and upbringing.