

Data Protection and Confidentiality

Procedure

All of these procedures are in place to ensure that all private information is kept safe and secure within the setting and the team.

We strive I keeping the children safe, and will protect their information by doing the following:

- All confidential information about staff, children and parents is stored in a locked cupboard, which will remain locked until the information is required.
- All staff members are aware that the information is confidential and not to be shared with anyone who is not the child's parent or carer.
- Any confidential information will not be passed on to any other adult without permission unless the child's safety is at risk. In which case, a discussion will be made with the manager about what to do next.
- All issues revolving around staff payment and staff information must be kept confidential and will not be shared with any other child.
- Parents will have access to records and information about their own child. They will not be given access to information of any other child.
- Information can be kept from parent if the Local Authority believes the parents could cause risk to their own child.
- All staff will have an induction period in which they will be told all of the consequences of sharing this information.
- All staff are made aware of our social networking policy.
- Any staff member found sharing information about a child with anyone other than the child's parents/carers will be suspended without pay immediately and face disciplinary procedures.

FOREST SCHOOL