

**Nurseries Policies**

**Sussex House Nursery and Wendy House Nursery**

*Sussex House Nursery  
Sussex House  
1 Abbey Road  
Brighton  
BN2 1ES*

*Tel: 01273 664583  
Ofsted No130674*

*Wendy House Nursery  
Princess Royal  
Hospital  
Lewes Road  
Haywards Heath  
RH16 4EX*

*Tel: 01444 441881 ext  
8451*

*Ofsted No. EY231358*

Associate Policies:

*Safeguarding and Child Protection*

*Brighton & Sussex University Hospitals Confidentiality Policy*

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our settings.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

All staff that works within our nurseries are is obliged to adhere to Brighton and Sussex University Hospital Code of Conduct in respect of confidentiality.

Records

- Personal Records are stored within a locked drawer/filing cabinet and kept secure by the person in charge in an office or other suitable secure place. These records include registration and admission forms, signed consents, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents, and observations by staff on any confidential mater involving the child, such as developmental concerns or child protection matters.
- Records of any child who receives extra support through outside agencies are kept strictly confidential between parents and carers, nursery manager/deputy manager and staff who work closely with that child.
- Learning Journals and Curriculum Plans are usually kept within the playrooms and can be accessed and contributed to by staff, parents and carers. These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- Photographs taken of the children through curriculum and observational purposes within the Early Years Foundation Stage will be placed in personal journals at the end of their nursery period, given to parent or carer or destroyed through confidential waste.
- We retain children's records for approximately 5 years after they have left the setting nurseries accept records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place

- All information regarding Child Protection and Safeguarding concerns will be filed and remain confidential until the legal period of holding information expires. It will then be destroyed through confidential waste.

**Please note 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/child protection policy will override confidentiality.**

#### Documents Stored

Admission Forms / Other Personal Documentation	5 Years
Children's Register Sheets	1 Years unless attendance concerns
Safeguarding / Child protection Concerns	21 years or 24 years
Individual Day Sheets	1 year unless concerns
Sleep Charts	6 months unless concerns
EYFS Planning	3-4 years or from last Ofsted I inspection
Staff Records (after employee leaves)	1 year then archived at Downsmere PRH

#### Staff:

- Any consultations with parents are conducted in a quiet, secluded room, avoiding any infringements of privacy of confidentiality
- Staff will not discuss personal information given by parents or carers with other members of staff, except where it affects the wellbeing of the child.
- Staff induction includes an awareness of the importance of confidentiality within the setting and the role of the 'key person'
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breaches any confidentiality provisions, this may result in disciplinary action. Students on placement in the nursery are advised of our confidentiality policy and required to respect it.
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved and those making HR decisions
- All staffs are required to attend Information Governance Training with regard to Confidentiality and Data Protection.