



At Storybook Montessori we recognise that we hold sensitive/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 locked cabinets in line with general data protection requirements. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.

## **Legal requirements**

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) published in March 2014 (updated March 2017) and accompanying regulations about the information we must hold about registered children and their families, as well as the staff working at the nursery school.

We follow the requirements of the Data Protection Act (DPA) 1998 including General Data Protection Regulations (GDPR) 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

## **Procedures**

In order to respect the privacy of children and their families, we:

- Store confidential records in a locked filing cabinet or electronically ensuring that all documents are protected as per our privacy statement.
- Ensure staff, student and volunteer inductions promote an awareness of the importance of confidentiality and that information about children and their families is not shared outside of the nursery school; other than with relevant professionals who need to know about that information.
- Ensure that information is not shared with friends and family or discussed inappropriately for example on public transport or in public places or when making telephone calls in public places. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students, volunteers and other visitors to the nursery school are advised of our confidentiality and data protection policy and are required to abide by it.
- Ensure that all staff, volunteers and students are aware that information that they access via their role is only for use within the nursery school and to support the child's best interests.
- Ensure that parents have access to files and records of their own children, 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 interest. Parents will not have access to the records of any other children or to third party information.

- Ensure all staff are aware that if any other professional or agency request access to information about a child/children or whatever reason, the parent's permission will always be sought; other than in the circumstances set out above.
- Ensure staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensure staff, students and volunteers are aware of, and follow, our social networking policy (also see the safeguarding and child protection policy) in relation to confidentiality.
- Ensure issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensure any concerns/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.
- Ensure that children's files/records are not taken off the nursery school premises unless prior consent is given by the registered person.

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

### **Access and Storage of Information**

At Storybook Montessori, we have an open access policy in relation to accessing information about the nursery school and for parents' to access information about their own children. This policy is subject to the laws relating to General Data Protection Regulations and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which it operates. These may be viewed at any time when the nursery is open, simply by asking the Nursery Manager or they are available on the Storybook website. The Nursery Manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

Parents are also welcome to see, and contribute to, all the records that are kept on their child. However, we will adhere to data protection laws and, where relevant, any guidance from Child Protection Agencies as per our privacy statement.

All parent, child and staff information is stored securely according to the requirements of data protection registration including personal details, permissions, certificates and photographic images. Staff are aware of what data is held about them and can access non-confidential information relating to their employment on a secure online portal.

Electronic photographs not included in children's personal files are kept on the Storybook system for a maximum of 6 months.

The nursery school's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive children's records for at least 21 years and three months or (for Child Protection related information) until the child is 24 years old.

For more information, please see privacy notices

### **Social Media**

Employees, workers & any visitors are expressly prohibited from posting photographs taken at Storybook unless it is to share something from an official company social media page.

Employees are not permitted to be 'friends' with current parents or children on social media sites without prior permission from the Director.