



## **BBUFA Crèche Confidentiality Policy**

Information received by the crèche team is often confidential and in order to maintain parents' confidence in our professional approach to this information our crèche ensures:

- All parents can see the details kept about their child and themselves at any time.
- Parents will not be given access to the information kept on other children and their families.
- Feedback given to parents on their children's progress will be given directly to the parents, unless they state a third party can be involved, eg a childminder or nanny.
- Information about a child's medical needs or status, eg HIV, or concerns about child protection issues will be kept in a separate file and will only be available to authorised personnel.
- The crèche team, students and visitors will be made aware of the importance of confidentiality of information and their responsibility within the crèche.
- Information about individual members of staff will not be given out to anyone without the permission that person, except in the case of Safeguarding.
- We will take due regard, and ensure that we adhere to our responsibilities under the Data protection Act 1998 when holding information relating to parents and their children.
- All confidential information will be stored securely.