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| **Reference Number:** **Version Number:**  |  |
| **UHB TEDDY BEAR NURSERY GUIDELINE****Privacy and Confidentiality** |
| **Introduction and Aim**At The Teddy Bear Nurserieswe 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. |
| **Objectives**It is our intention to respect the privacy of children and their families and we will do so bykeeping all records in locked cabinets in line with data protection registration and any information shared with the staff team is done on a ‘need to know’ basis and treated in confidence. |
| **Scope**This procedure applies to all of our parent/guardian users of the UHB Nursery facility. |
| **Equality Impact Assessment**  | An Equality Impact Assessment has not been completed. This is because a procedure has been written to support the implementation of the UHB Information Governance.The Equality Impact Assessment completed for the policy found here to be a positive. |
| **Health Impact Assessment** | A Health Impact Assessment (HIA) has not been completed and this found there to be a no impact.Key actions have been identified and these can be found in or incorporated within this policy/supporting procedure.  |
| **Documents to read alongside this Procedure**  | National Minimum Standards for Full Day Care (Wales) [www.careinspectorate.wales](http://www.careinspectorate.wales) |
| **Groups Consulted** | UHB Nursery Management TeamUHB Senior Childcare ManagerCIW – N.M.S.NDNA – Policies and Procedures - version 2016NDNA – Policies and Procedures - version 2020 |

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| **Groups Consulted** | As above |
| **Outcome of Consultation** | Adopt as a Local Departmental Guideline |
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| DisclaimerIf the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate |

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| **Signature:** |
| **Designation:** |
| **Date:** |

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| **Summary of reviews/amendments** |
| **Version Number** | **Date of Review** | **Date of Issue** | **Summary of Amendments** |
| 1 | 01/06/18 | TBA | New document. Establish a separate, comprehensive local guideline on confidential work practices. |
| 2 | 15/01/18 | 15/1/18 | Name change of CSSIW to Care Inspectorate Wales ( CIW) |
| **Version Number** | **Date of Review** | **Date of Issue** | **Summary of Amendments** |
| 2 | 04/05/18 | May 2018 |  |
| 2 | 26/05/19 |  | Annual Review. |
| 3 | 26/05/21 |  | Contents Review. |

 **UHB Teddy Bear Nursery Guidelines -**

**PRIVACY AND CONFIDENTIALITY**

At The Teddy Bear Nurserieswe 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 data protection registration and 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 CIW National Minimum Standards;
* We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

**Procedures**

It is our intention to respect the privacy of children and their families and we will do so by:

* Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected. Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
* Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child’s best interests with parental permission
* Ensuring that parents have access to files and records of their own children but not to those of any other child, 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
* Ensuring all staff are aware that this information is confidential and only for use within the nursery setting
* If any of this information is requested for whatever reason, the parent’s permission will always be sought other than in the circumstances above;
* Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
* Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
* Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
* Ensuring 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

All paper information is disposed of in confidential waste bins.

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

**Staff and Volunteer Information**

* All information and records relating to staff will be kept confidentially in a locked cabinet;
* Individual staff may request to see their own personal file at any time.

This Guideline outlines local procedure within the UHB Nursery. The Nursery is a department within the Cardiff and Vale Local Health Board and as such will incorporate the UHB polices on this subject matter.

As part of the UHB we will endeavour to structure our interactions with the organisation’s values in mind:-

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| http://nww.cardiffandvale.wales.nhs.uk/images/pobtrans.gif | http://nww.cardiffandvale.wales.nhs.uk/images/pobtrans.gif**Our Values*** **Care** about the people we serve and the people we work with.
* Act with **kindness** – because it costs nothing, and makes all the difference in the world.
* Show **trust** – because our staff have been trained to do their jobs and we work at our best when we feel we are being trusted.
* Take and expect **personal responsibility** – because everyone has a job to do and we are all responsible for doing our jobs as well as we can.
* Be **respectful** – because this is what we want for ourselves.
* Always act with **integrity** – because we build trust and respect if we keep our promises, do what we say we will do, and work as colleagues together.
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For information:-

**UHB Data Protection Policy**

<http://nww.cardiffandvale.wales.nhs.uk/pls/portal/url/ITEM/EDBC56004E8A2F73E0400489923C1419>

**Confidentiality: Code of Conduct - NHS**

<http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/286589>

**UHB Information Governance**

<http://nww.cardiffandvale.wales.nhs.uk/portal/page?_pageid=253,127578554&_dad=portal&_schema=PORTAL>