**Confidentiality Policy**

Adventurous Acorns work with children and their families will bring us into contact with confidential information. It is a legal requirement for the childcare service to hold information about the children and families. This information is used for registers, invoices, and emergency contacts. However, all records will be in line with Data Protection registration.

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

* Storing confidential records on a secure locked computer
* Ensuring that parents have access to files and records of their own children but not to those of any other child.
* Gaining parental permission for any information to be used other than for the above reasons.
* 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 policy will override confidentiality.

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

Signed: Arden Nolan-Meharg

Date: 09/06/2023