



Records/Confidentiality

The nursery will keep full records on all children, which will only be accessible to nursery staff, the parents/guardians and the CIW and National Assembly of Wales, (on request).

Confidentiality will be respected in the following ways:

- The safety and well-being of the child will be of paramount importance
- Parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- Staff will not discuss individual children with anyone other than the parents/carer of that child **without their permission** unless a child is deemed to be at risk
- Information given by parents/carers to the nursery staff will not be passed to other adults, **without permission**, unless the child is deemed to be at risk
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be shared with the relevant staff, manager and owner
- Any anxieties/evidence relating to a child's personal safety will be shared with the relevant agencies, if a child is deemed to be at risk or if requested by the relevant agencies.

All records will be kept on the premises in a locked filing cabinet. These records will be kept for three years after the last date on which the children attended. All documentation will be shredded.

Currently the nursery does not hold information electronically, however if it decides to use this format in the future, we will seek advice about registering with the Information Commissioner office and any files would be password locked.

We will notify the CIW of any changes that may affect registration.

A copy of our latest inspection report is available on request.