

Confidentiality

Naval Under Fives is a Professional Organisations and as such, it is incumbent upon all who are involved, whether as Staff, Trustees, Apprentices, Work Experience Students or Voluntary workers, to respect the privacy of both individuals and the Organisation.

All Staff and Volunteers have signed a Confidentiality form, and this is displayed in the Setting.

Discussions regarding the Children or group should be held only between relevant people and at appropriate times. Discussions with Parents/ Carers should be held in private. Staff and parents should be aware that they may be overheard by other parents when sharing confidential information at drop off and collection time and take this into consideration as to when and where it is appropriate to communicate anything delicate.

At no time should a Child be identified by name or physical characteristics, outside a Setting, either verbally or in written work. e.g. in folders for Child Care qualifications.

Information regarding the Children should be kept appropriately and care taken when displaying photos or information.

Photos and other details intended for publication must be approved by the Parents/Carers and the appropriate form signed.

Confidentiality is expected to be maintained during and after an individuals' association with Naval Under Fives.

Parents are advised that it is not appropriate to discuss hearsay, information or certain topics other than with the appropriate body to prevent a breaking of confidentiality.

Any members of staff reported to be identifying a Child, Parent/Carer or member of the Naval Under Fives Organization on any Social Website e.g. Facebook, Tumblr etc which deems to be a breach in Confidentiality, unruly or encroaching into a person's work or private life, will result with the perpetrator having their employment Terminated with Naval Under Fives.

Record Keeping

Records of attendance and fees paid are kept in the Settings.

Information about a Child is given to the Parents/Carers when the Child is collected. Urgent information is communicated by phone if possible, during session. General progress is reported to the Parents/Carers either at collection time or when Parents/Carers visit the group during the session in order to talk to the Supervisor or Key Person. Notes are taken and kept of such calls and handovers as required.

Each child has a Tapestry online journal and a paper version to include extra work (learning journal/scrapbook), which are updated regularly. Parents/Carers are encouraged to view these in the Child's Setting or at home and include their comments on the records. If the records are taken home, the Parent/Carer will be asked to sign that their child's records are in their possession and the child's record is misplaced by the Parent/Carer, the Child's Setting will not be held responsible and the Child's Records will start from the date lost. The complete file will either be handed to the Parents/Carers at the Child's leaving in order for it to be passed onto School or new Setting, or the Tapestry file will be transferred to school or the new setting if possible. Settings will gain Parents' permission to share relevant information with the Child's new School or Setting, to best help the Child's Transition.

Parents/Carers will have access to their child's Learning Journal via their Tablets, Computers or phones from their homes, work place or should the Parent/Carer be deployed on a ship or in another part of the world.

Data Protection

Limited information of Children attending Naval Under Fives are kept on computer. Photos taken on the Digital Camera are deleted once they have been downloaded and printed for the Learning Journals/Evidence Folders. Photos being used through the Tapestry Online Journal are stored and are secure within the online portals held by Tapestry.

Parents / Carers are entitled to view the Child's records and folder work at any time and to discuss the contents with either the Supervisor or Child's Key Person.

The only data stored on the Office Computers that concerns Staff is the Payroll Systems, which does comply with Data Protection. All other personal information is kept in folders which are locked away when Office is not in use.

Computers and Ipads within the Settings have limited access to the internet to help with the use of Tapestry, research and games for topics children may be interested, training opportunities and the transfer of staff rotas.

Parents/Carers National Insurance Numbers and birth dates are held in Settings. These details are required for the sole purpose of the NUF verifying Parents/Carers entitlement to 2 -year, 3 & 4-year and 30 -hour funding.

Staff do not take any memory sticks, CDs, memory cards, Ipads or digital cameras used in any of the NUF settings home to download onto their PC. This is against NUF policies and could result in the loss of employment.

Naval Under Fives is also registered with ICO (Information Commissioner's Office), their registration certificate can be found in all Settings. Each year the registration with the ICO is updated and a new certificate is issued, for NUF. This is 17th September annually.