

HACKENTHORPE HALL NURSERY

POLICY - Professional Boundaries, Confidentiality and Information Sharing (September 2022)

Staff, students and volunteers follow these guidelines regarding Information Sharing

Creating Professional Boundaries

- All adults working in the Nursery are in a position of trust.
- It is the responsibility of paid/unpaid staff, including premises and administrative staff, students and volunteers to behave appropriately at all times, and to model this behaviour to the children, each other, and all parents and carers and visitors to the Nursery.
- Appropriate professional behaviour sets the tone and the boundaries for what children and families can expect from this professional relationship.

Maintaining Professional Boundaries

| DO | DO NOT |
|---|--|
| <ul style="list-style-type: none">• refuse requests from parents or children for contact via; personal phones, text, email, personal social networking accounts• inform the Designated Safeguarding Lead at the earliest opportunity if a child or family using the nursery is a personal friend or relative | <ul style="list-style-type: none">• behave in a manner which would lead any reasonable person to question your suitability to work with children or to act as an appropriate role model• give your personal contact details to a child or family member, including email, social networking, home or mobile phone numbers• make friends or form relationships, including via social media with any child or family member using the nursery• comment about a child or their family on social media or other public forum• babysit for children attending the nursery |

Confidentiality The EYFS Framework 2021 states...

“Providers must also ensure that there is an area where staff may talk to parents and/or carers confidentially, as well as an area in group settings for staff to take breaks away from areas being used by children.”

“Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.”

“Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.”

What does confidentiality mean?

- Confidential means that you should only share information about children and families with people who have a legitimate professional reason to know it
- We treat information about children and families who use the nursery as confidential.

Information Sharing

| | |
|---|---|
| <p>Examples of professionals we may share information with include, but are not limited to;</p> <ul style="list-style-type: none"> • Social Care (The Sheffield Safeguarding Hub, Social Workers, Early Help, MAST), The Police, • CDOP (Child Death Overview Panel) • Ofsted, • Settings that a child transfers to • Commissioned services working with a child/family (i.e., Young Carers service) | <p>Information is shared using the principles outlined in the government information sharing advice document. This includes seven ‘golden rules’ for sharing information.</p> <ul style="list-style-type: none"> • Rule 6 states that information sharing should be “Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and upto-date, is shared in a timely fashion, and is shared securely.” |
|---|---|

Consent

| |
|--|
| <ul style="list-style-type: none"> • Whenever possible we obtain the person’s consent before we share their information. • Maintaining safety is the priority, therefore there will be occasions where consent is not obtained before information is shared. • We would take advice on information sharing if we are unsure. In the first instance we seek advice from the Designated Safeguarding Lead at the nursery. • Designated Safeguarding Leads will seek advice from the Sheffield Safeguarding Hub phone 0114 273 4855 (24 hours), or email sheffieldsafeguardinghub@sheffield.gov.uk |
|--|

Confidentiality and Information Sharing

| DO | DO NOT |
|---|--|
| <ul style="list-style-type: none"> • think carefully about what information you share and why you are sharing it • use the guidance in Working Together to Safeguard Children and the Information Sharing document & Working Together to Safeguard Children 2018 • seek advice from the Designated Safeguarding Lead (DSL) or Designated Safeguarding Deputy (DepDSL). If they are unavailable speak to the room leader. <p>It is important to share information about the child or family within the nursery that will help you to do your job and promote the child’s safety and wellbeing or meet his/her needs e.g., emergency contact details for parents and carers, child’s dietary or medical needs</p> | <ul style="list-style-type: none"> • gossip about children or families within the nursery. This is improper behaviour and leads to an unprofessional culture in the nursery • share personal information with adults in the nursery that do not need to know it • share any information outside the nursery about children or families who use your service that enables them to be identified. This includes, but is not limited to; <ul style="list-style-type: none"> - with your family and friends - in public places e.g., on the bus, in the pub - on social media |