

CONFIDENTIALITY POLICY

The Nursery's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:-

- Parents will have ready access to the files and records of their children but not have access to information about any other child.
- On their induction staff and students/volunteers are informed about confidentiality and what information is kept.
- Staff are informed that if in doubt about who to share information with they should consult the Manager/Deputy beforehand.
- Staff will not discuss individual children or special needs issues, other than for the purposes of curriculum planning/group management, with people other than parents/carers of the child.
- Confidential information relating to children and their families are kept in a secure place.
- Information given by parents/carers to the Nursery Manager or key worker will not be passed on to other adults/professionals without permission from the parent/carer, however some information may need to be shared with all staff working in the nursery. Any information passed on by the Nursery Manager will remain confidential within the Nursery.
- Children's profiles are passed to other settings; parents are informed of this beforehand.
- Issues to do with employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except on a need to know basis (Nursery Manager, key worker etc.).
- Verbal and Documented information relating to children and staff is not shared with any third party unless it related to situations where the duty of care overrides confidentiality.
- During their induction students on practical placement, when they are observing in the Nursery will be advised of our confidentiality policy and required to respect it.

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