



CONFIDENTIALITY POLICY

The setting'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 access to their children's files and records, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of Curriculum planning and Nursery management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery staff will not be passed onto other adults without permission.
- 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 Nursery except with the child's key worker and management.
- Students observing in the Nursery will be advised of our confidentiality policy and required to respect it.

Policy Adopted by St Pauls Walden Nursery

Signature

Signature

Review Date

March 2017

Position: Committee Chair

Position: Manager

March 2018