Confidentiality Policy

The nursery works with children and families which brings us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. The information is used for registers, invoices, funding applications and emergency contacts. However, all information will be stored in a locked cabinet in line with Data Protection.

It is our intention to respect the privacy of children and families and we will do so by:

- Storing confidential records in a locked cabinet

- Ensuring all staff, volunteers and students are aware that this information is confidential and only for use in the nursery

- Ensuring all parents have access to files and records of their own children but not to those of any other children

- Gaining parental permission for any information to be used other than the stated reasons

- Ensuring staff do not discuss individual children, other than for the purposes of planning/group management, with people other than the parents/carers.

- Ensuring all staff, volunteers and students in their induction are made aware of our confidentiality policy. Students on placement will be made aware of the policy and required to respect it. If staff breech the confidentiality policy this may be subject to disciplinary action, and in serious cases dismissal.

- Ensuring staff follow our social networking policy

- Ensuring issues relating to the employment of staff remains confidential to the people directly involved with personnel decisions.

- Ensuring all evidence/concerns relating to safeguarding are kept securely locked in the relevant child's folder and are only shared on a 'need to

know' basis. However, if the child's safety is considered at risk, our safeguarding policy will override confidentiality.

All the undertaking above is subject to the paramount commitment of the nursery as is the safety and wellbeing of the child.

Please see our safeguarding children policy.