

CONFIDENTIALITY POLICY

It is vital to our business that confidentiality is paramount.

Our work will sometimes bring us into contact with confidential information

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

1. Parents will have ready access to the files and records of their own children, but will not have access to information about any other child
2. Staff will not discuss individual children, other than for purposes of curriculum planning, group management, with people other than the parents/carers of that child
3. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the person directly involved with making personnel decisions
4. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file
5. Students on recognised courses observing in the nursery will be advised of our confidentiality policy and required to respect it

All undertakings above are subject to the paramount commitment of the nursery which is to the safety and well-being of the child. Please see also our **Safeguarding Children Policy**.

