



Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, whilst ensuring that they access high quality pre-school care and education.

What we aim to do

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

How we will achieve this

- 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.
- Practitioners, other staff members (cook, administrator, security), students and volunteers will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery Manager or staff will not be passed on to other adults without permission.
- Issues to do with the 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 secure confidential file and will not be shared within the group except with the necessary staff and Nursery Manager.
- Personal information about children, families and staff is kept in a secure confidential file, whilst remaining as accessible as possible.
- Students doing recognised courses who are observing the children will be advised of our confidentiality policy and required to respect it.
- Practitioners will not send or accept friend requests from parents of the nursery children on social networking sites.

All the 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 policy on Safeguarding Children.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025