

**Confidentiality Policy**

During the course of the day, the Nursery’s staff will come into contact with confidential information. To ensure that all those using and working the nursery can do so with confidence, we will respect confidentiality in the following ways.

• Parents/carers will have ready access to files and records of their own children – but not any other child.

• Staff will not discuss individual children with people other than the parents/carers. Permission will be gained to discuss children with their class teacher when transferring to school.

• Information given by parents/carers to nursery staff will not be passed on to third parties unless this is a safeguarding issue.

• Personal issues will remain confidential to the people involved.

• 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 for the child's key worker the Manager and staff on a need to know basis.

• The nursery will comply with all requirements of the Data Protection Act and in conjunction with the Information Commissioners Office.

• Staff may see or hear information regarding a child, this information should not be divulged outside of the setting.

• Information given by parents or carers to the nursery will not be passed on to other adults without permission except in exceptional circumstance when the safety of the child or staff is at risk.

• Parents are asked not to discuss the behaviour or progress of any child other than their own.

• Issues relating to staff employment, whether paid or unpaid, will remain confidential to the people directly involved with personnel issues. Salaries must not be discussed between staff.

• Anxieties or evidence relating to the child's welfare will be shared with other professionals on a 'need to know' basis only and will not be open for discussion amongst staff in general terms.

• Although we cannot always promise not to pass on information (especially if we believe the child to be in danger) we will do so in a manner totally appropriate and essential for the well-being of the child and in consideration of those involved.

• Some parents/carers sometimes share information about themselves with other parents/carers as well as staff, the nursery cannot be responsible if information shared beyond those parents, carers whom the person has 'confided' in.

• If parents are experiencing difficulties, the nursery manager is available and may be able to offer guidance on where to go for help or advice.

This policy is reviewed annually