



Confidentiality Policy

Our work will 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/carers will have 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 of that child.
- Information given by parents/carers to nursery staff will not be passed onto third parties unless it is on a need to know basis.
- Personnel 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, if appropriate, the key worker, Manager and the Deputy Manager.
- The nursery will comply with the Data Protection Act.

Please note that we are duty bound to share information with the appropriate authorities if we suspect or are led to believe that a child is being abused. For fuller information, please read the Safe Guarding Policy located in the foyer or a copy is available on request.