



CONFIDENTIALITY POLICY

It is our intention to respect the privacy of children and their parents / carers, whilst ensuring that they access high quality pre-school care and education. The nursery's work with children and families will sometimes bring us into contact with confidential information.

Aim

We aim to ensure that parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

Methods

We will respect that information in the following ways:

1. Parents or carers will only be able to access to their own children's records, not that of another child.
2. Staff will not discuss individual children, other than for purposes of curriculum planning and group management, with people other than the parents of that child.
3. Information given by parents or carers to the supervisor or keyworker will not be passed on to other adults without permission.
4. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be known to the supervisor and the child's keyworker. This information would only otherwise be shared on "a need to know" basis.
5. Students on recognised courses observing in the nursery will be advised of our confidentiality policy and are required to respect it.
6. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

This policy was adopted at a meeting of The Robin Nursery Committee

Held on

Date to be reviewed

Signed on behalf of the Nursery

Name of signatory (Chairperson)