



Confidentiality Policy

Rationale

The nature of the work carried out in both our Nursery and Children's Centre will require staff to access confidential information. To ensure that any user of the Nursery or Children's Centre services can do so in confidence we recognise the need to state our intentions in this policy.

Aims

- To ensure that confidential information is recorded according to guidelines when required
- To ensure the safe storage of confidential material
- To share confidential information only in circumstances where necessary and only then with parental consent.

Undertakings

- Personal details of uses of the service will be required for Registration.
- Details requested on the registration form, including the address and telephone number is deemed to be confidential and will only be used for Nursery School or Children's Centre management purposes
- The Nursery School and Children's Centre are registered under the Data Protection Act and will not pass any information on to any other organisations without parent's permission
- All information of a personal or confidential nature will be stored in a secure location with limited access by senior personnel only.
- Parents will have access to the files and records of their own children but will not have access to information about any other child.
- Any anxieties/evidence relating to a child's personal safety will be deemed to be confidential and will not be shared except with Nursery staff in order to ensure safety of the child
- Staff will not discuss individual children, other than for the purpose of curriculum planning /group management with people other than parents/carers of that child.
- Information given by parents/carers to Nursery or Children's Centre staff will not be passed on to other adults without permission.
- Any discussions with parents about their child will take place privately, and, if appropriate, arranged outside of school hours.
- Any issues relating to Nursery or Children's Centre children and their families should not be discussed outside the setting.
- Issues to do with employment staff, whether paid or unpaid, will remain confidential to the people directly involved in personnel decisions.
- Students and volunteers, observing or working in the Nursery School or Children's Centre will be advised of our Confidentiality Policy and are required to comply with the conditions set out above.

All statements above may be required to be over-ridden if information is requested in cases of suspected child abuse. Also see our policy on Child Protection.

Presented to Governors:

Signature of Chair of Governors:

Proposed Review date: