



CONFIDENTIALITY POLICY

The nursery should recognise that children and parent have a right to expect that confidentiality be maintained.

To ensure that all those working in early education can do so with confidence, we will respect confidentiality in the following ways:

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. This is also relevant to the online learning journals.

Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than the parents or carers of the child.

Information given by parents/ carers to staff at the nursery will not be passed on to other adults without permission.

Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.

Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file at the manager's discretion.

Students on courses involving visits to the nursery will be advised of the confidentiality policy and will be required to respect it.

Parents must be consulted before referral to other agencies if there are concerns about a child's development.