



## Confidentiality Policy

We treat all information in the nursery as confidential. No work related information is to be discussed outside of work at any time. All information we hold about the children and staff attending the nursery will also remain confidential at all times.

No information regarding the children or any members of staff will be removed from the premises at any time, this to include any photographs taken by the nursery for work purposes.

No photographs of any children attending the nursery are to be taken on personal cameras of any type at any time. Anyone caught doing so will be issued with a warning which could lead to dismissal.

No information regarding the nursery is to be discussed on the internet. Anyone caught doing so will be issued with a warning which could lead to dismissal.

No information regarding the nursery shall be discussed with parents unless it involves their child.

All information relating to each individual child will be kept in personal files. Parents will have access to their own child's file but no other children's file, except when this would place the child's welfare at risk. Staff will not have access to these files unless there is a need for them to know certain information i.e. allergies etc.

Any requests by third parties for information will be discussed with parents and information only shared with their consent. An exception can be made where there is a requirement to report concerns about the welfare of safety of the child.

The nursery will only contact third parties with consent from the child's parent except when the welfare of the child is at risk.

All students doing work placement at the nursery will also be expected to abide by the confidentiality policy.

Staff /student signature: -----

Manager signature: -----

Date: -----