



CONFIDENTIALITY POLICY

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	S Milham	15-06-06
3	Revision to existing document	A fuller	14-04-08

All documents regarding children are legally binding and confidential. The nursery's work with children and families brings us into contact with confidential information and issues. Access to their child's (and only their child's) files and records will be available to parents to view in the office.

Staff will not discuss individual children with people other than the parents/carers of that child unless for planning and management team purposes.

The staff and management team will not pass on information given by the parents/carers unless permission has been given.

All concerns/evidence relating to a child's personal safety will only be shared with relevant professionals.

Employment decisions of staff whether paid or unpaid will remain confidential to people directly involved in making the decisions.

All students observing in the nursery will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the nursery to the safety and well being of the child.

Any breach of confidentiality by staff will result in a written warning or further disciplinary action will be taken if serious enough.