



Reviewed on 5/03/2021

Confidentiality Policy

As a Nursery working with children and families we will have access to a variety of confidential information. To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own children but will not have access to information about any other child.
- Staff will only discuss individual children with their parents and other carers for the purpose of meeting individual's needs in the setting.
- Information given by parents/carers to the Nursery Manager or Key worker will be treated as personal and confidential and will not be passed on to other adults in a professional capacity without permission.
- Issues to do with the recruitment and employment of staff will remain confidential to the people directly involved with making personnel decisions.
- We record any concerns relating to a child's personal safety. Details of which are kept in a confidential file and not shared within the Nursery except with the child's parent, key worker/manager and proprietor and in some instances the LCSB. (However in the event of a serious and immediate safe guarding concern it would not always be in the best interest of the child to contact the parents)
- Students and Apprenticeships that are training for a qualification will be advised of our confidentiality policy and required to respect it.
- All staff will be aware of how important it is to keep issues relating to The Old School Nursery confidential, and this is explained and discussed in depth at staff inductions.
- Social Networking Sites and Use - We would like to remind all our staff that they have an obligation not to bring the company into disrepute and any comments that are posted in the public domain are subject to this obligation. Any negative comments made in the public domain about the company, staff, children or parents will be subject to our disciplinary procedure. In addition to disciplinary action, any derogatory comments posted in the public domain can be subject to libel action in the County Court. We do not permit staff to friend parents if they have not met prior to joining the setting.
- All the undertakings above are subject to the paramount commitments of our Nursery, which are the safety and well-being of the children.