



## Confidentiality

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**The Nursery's work with children and families will sometimes bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care in our setting.**

### **Confidentiality**

The Manager, staff, volunteers and any other individual associated with the running or management of the Nursery will respect confidentiality by:

- not discussing confidential matters about children with other parents/carers.
- not discussing confidential matters about parents/carers with children or other parents/carers.
- not discussing confidential information about other staff members.
- only passing sensitive information, in written or oral form, to relevant people.
- giving parents access to the files and records of their own children, but no information about any other child.

Confidential information includes:

- registration and admission forms.
- signed consents.
- correspondence concerning the child or family.
- reports or minutes from meetings concerning the child from other agencies.
- ongoing records of relevant contact with parents.

Confidential records are stored in a lockable cabinet and are kept secure by the Manager.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy will override confidentiality on a 'need to know' basis.

All staff are required to sign a confidentiality agreement.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the disciplinary procedures within the Staffing Policy.

**Staffing**

**Confidentiality**

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances e.g. safeguarding.

Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly dealing with making personnel decisions. Students on Early Years Alliance or other recognised qualifications and training, will be advised of our confidentiality policy and required to respect it, when they are observing in the Nursery. Students are also asked to sign a confidentiality agreement as part of their induction.

All the Undertakings above are subject to the paramount commitment of the Nursery, which is the safety and wellbeing of the child. Please see our policy on Safeguarding Children.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2021

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”