

Maidenbower Infant School Nursery

Confidentiality Policy and Procedures

In our Nursery we are committed to high standards of professionalism. Our philosophy is to respect the rights of the families who use the Nursery and that confidentiality is respected and maintained. To ensure that all those using and working in our Nursery can do so with confidence, we will respect confidentiality in the following ways.

THEREFORE:-

- * 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.
- * Staff will not discuss individual children, other than for purposes of curriculum planning and management or with the parents or carers of that child.
- * Parent's permission would always be sought if any children need to be discussed with outside agencies. e.g. speech therapist
- * Information given by parents/carers to Nursery staff will not be passed on without permission to third parties (unless there are safeguarding concerns).
- * Personnel issues will remain confidential to the people involved.
- * Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the Nursery except for the child's key person, manager and Headteacher
- * No telephone numbers are given relating to parents/carers, staff or management without their consent first.
- * Common sense will be used to ensure that sensitive information obtained from children or parent/carer is respected and that it is used appropriately to ensure that children's needs and well-being is fully considered.
- * All staff and helpers are not to mention, or make any comment on anything about the nursery, or anything that happens in the nursery on social networking sites such as Facebook.

THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.