

PEMBURY SCHOOL HOUSE NURSERY

Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of children and parents / carers, whilst ensuring that they access high quality nursery care and education.

Aim

We aim to ensure that all parents and carers can share information in the confidence that it will only be used to enhance the welfare of their children.



Methods

To ensure that all those using and working in the nursery can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality.
- Parents or students working in the nursery are asked to sign a confidentiality agreement.
- Any concerns / evidence relating to a child's personal safety are kept in a secure, confidential file and are shared on a 'need-to-know' basis.
- Personal information about children, families and staff is kept securely.
- Issues to do with the employment of staff remain confidential to the people directly involved with making personnel decisions.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Please refer to our policy on Safeguarding and Child Protection.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.