



## **Confidentiality Policy**

The Nursery's work with children and families will sometimes bring us into contact with 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 be given access to 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 group management, with people other than parents/carers of that child.
- Information given by parents/carers to the nursery manager or key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person, Nursery Manager and room leader.
- Bear Hugs Nursery employs a data protection policy for every child attending, in compliance with the Data Protection Act. Parents sign a declaration which gives the choice of photographs being taken of their child in the setting for use within the child's portfolio, internal noticeboards and /or the nursery's website.