



CONFIDENTIALITY - POLICY

AIM

At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children. We pride ourselves on our relationship with all parents/guardians and our commitment to the sensitive nature of our profession and the confidentiality required to maintain the trust of the parents and the children we care for.

PROCEDURE

Stepping Stones Nursery works with many children and families and sometimes will be in contact with confidential information.

We will respect confidentiality in the following ways:

- Parent will have ready access to the files and records of their own children but will not have access to information about any other child.
- Issues to do with the employment of staff whether paid or un-paid, will remain confidential to the people directly involved with making personnel decisions.
- Staff will not discuss the individual children, other than for purposes of curriculum planning/group management, with people other than the parent/carer of the child.
- Any anxieties/ evidence relating 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 or managers.
- Information given by parent/ carer to the managers or key person will not be passed onto other adults without permission.
- Students on work experience or other recognised courses will be advised and given an agreement to sign of our confidentiality policy and required to respect it.
- All the undertaking above is subject to the paramount commitment of the nursery as is the safety and wellbeing of the child. Please see our child protection policy.
- The nursery will comply with all requirements of the Data Protection Act.

Breach of confidentiality, made by a member of staff at any time, will result in disciplinary action.

