

Confidential 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:

- Reports will only be given to and discussed with the relevant parents/carers
- Staff will not discuss the individual children, other than purpose of curriculum planning/group management with people other than the parents/carers of that child.
- Information given by parents/carers to the Headteacher will not be passed onto 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 personal decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared only with relevant staff.
- Students observing in the nursery will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the nursery which is to the safety and wellbeing of the child.

November 2023

Beckie Combes