

Confidentiality Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

POLICY NAME: Confidentiality Policy

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Document date	Filename	Mtg submitted	Summary of changes required
01-09-12			New policy

The nursery's work with children and families brings us into contact with confidential information. To ensure that all those using and working in the setting can do so with confidence, we will respect confidentiality in the following ways:

- Parent/carers will have 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 the purpose of observations and curriculum planning, with people other than the parent/carers of that child or other practitioners employed at Shining Stars.
- Information given by the parent/carers to the Manager/Deputy or key-person will not be passed on to other adults or agencies without the parent/carers permission (except for safeguarding reasons).
- Any safeguarding issues will be dealt with by following the set down procedures (see the Child Protection policy).
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the leadership team directly involved in making personal decisions.
- Students undertaking training at the setting will have an induction process which will include the confidentiality policy.