

Confidentiality Policy

Here at Birchwood private day nursery we take confidentiality very seriously, any member of staff found to be breaking confidentiality either inside the nursery grounds or outside the setting will be instantly dismissed.

Parents/carers will have access at all times to their child's files and records, this would not be for any other child, only their own.

Staff will not discuss individual children with people other than the parents/carers of the child.

Information given by parents/carers will not be passed on to third parties unless the information is found to be serious and would affect the child's safety. See safeguarding policy.

Personal issues will remain confidential to people involved.

Any anxieties/evidence relating to the child's personal safety will be kept in a confidential file and will not be shared within the nursery except the child's key person and the managers of the nursery.

The nursery will comply with all requirements.

Date: 2015

Review: 2016