

## **Confidentiality Policy**

Working in an early years setting with young children and families, will sometimes bring staff into contact with confidential information.

- It is imperative that all staff understands that any sensitive/confidential information is not discussed outside the setting.
- Information of a sensitive nature will only be discussed with staff on a need to know basis.
- All records/information on children attending the nursery will be kept in a locked filing cabinet.
- Observations/assessments on children will only be made when written permission has been obtained from the parent/carer.
- Observations will only be used for the reason they were conducted – to provide for a child's needs and influence the planning of play and learning opportunities.
- Parents who have shared child/family concerns with a member of staff will always be reassured of our confidentiality policy.
- Children are protected under the child protection policy and further details of this policy can be obtained from the nursery.
- Students/volunteers in the nursery will be advised of our confidentiality policy and required to respect it.
- If the confidentiality policy is broken a verbal warning will be given on the first instance, this will then lead to a written warning.