

**Confidentiality Policy**

Woodlands Day Nursery & Preschool is committed to keeping information about children, parents and carers and staff as confidential as possible. At Woodlands Day Nursery & Preschool we respect every parent’s right to confidentiality.

It is the responsibility of all members of staff to ensure that all confidential information including personal records for children, parents and staff remains confidential and within the confines of the setting.

The information stored in the nursery files about the children is available to the setting staff and the individual child’s parent’s. This information is stored securely. Please see the Data Protection and Information Sharing Policies for more details.

Parents and careers should feel that they can talk to a member of staff in complete confidence. If they wish to, parents can speak to a member of staff of their choice in the strictest of confidence. The information will not be shared unless it is in the best interests of the child. If the information is shared then parents should feel secure that setting staff only will be privy to the information. Parents will be asked for their permission if the information is to be shared out with the setting.

Any information given to us will be treated with the utmost respect and will remain confidential to all except nursery staff. (Please note staff will only be informed of any confidential information if it is important to the welfare of the child).

Any information that a child gives us will be treated with the same confidentiality as that of their parents. If a child wishes to give us information that they do not feel they can share with their parents we are obliged to treat that information with the strictest of confidence, unless it is of detriment to the welfare of the child.

Any information that a parent wishes to share with us about their child will be treated in the strictest of confidence. The information will not be shared with outside agencies without permission and if wished may be kept inside the confides of the conversation.

Where member of staff feels it is in the best interest of the child to pass on the information they will discuss with the room leader in the first instance and then if appropriate passed onto the nursery manager / owners where appropriate action will be taken.

No member of staff will discuss individual children (unless it relates to the activities of the day) out- with the nursery setting other than with the parents / carers or without the permission of the individual child’s parents.

All confidential information will be kept in the confides of the nursery setting and will not be remove unless it is in e-format and password protected.

All members of staff will be aware of the confidentiality policy and procedure and will be required at accept and sign the settings confidentiality agreement. At all times any information given by the parents or children will be treated with the safety and wellbeing of the children in mind.

The setting will consider any unauthorised sharing of information as a serious offence and will take the appropriate disciplinary action against anyone who breaks he confidentiality agreement.

 **All parents should note that where there is a child protection concern for a child the setting has a legal responsibility to share this information and as such it does not fall within the scope of this policy.**

If you wish to speak to us about this policy please contact the nursery owners/ managers.