



STARFISH NURSERY CONFIDENTIALITY POLICY

Statement of Intent

It is our intention to respect the privacy of children and their parents/carers and carers, while ensuring that they access high quality care and education.

Aim

We aim to ensure all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their child.

Methods

In order to fulfil this aim we ensure that all those using and working in the Starfish Nursery can do so with confidence, we respect confidentiality in the following ways:

- Parents/carers can see their child's development files during any session, and can request to see any other records kept by the Starfish Nursery at any time. They do not have access to information about any other child;
- Staff will not discuss personal information given by parents/carers with other members of staff, except where it effects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence to a child's personal safety is kept in a secure confidential file and is shared with as few people as possible on a "need-to-know" basis. No child is to be discussed with another parent/carer e.g. a conflict between two children, the other child would not be named.
- Personal information about children, families and staff are filed securely. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with the making of personnel decisions.
- If we have students training with us or observing in the Starfish Nursery or if we have volunteers, they are asked to read and sign our confidentiality policy and required to respect it.
- Before any information about a child is sent or discussed with the child's school that they will be moving onto, the parent/carer must read and sign the relevant forms.

This policy was adopted for Starfish Nursery.

Name: Mrs Angela Malanczuk

Position: Manager

Signature:

Date: