

Confidentiality

At this nursery staff understand that all information about children and their families is confidential and should never be discussed outside the nursery. The nursery manager ensures that all staff members are aware of the need to maintain privacy and confidentiality.

All information kept on children will only be shared with the parents/carers, key worker and Nursery Manager. Occasionally we may need to share records with other staff or outside agencies. Parents/carers will always be consulted first about this.

Staff will not discuss any child with anyone other than parents/carers or senior staff at the setting.

All members of staff and students will have this policy explained to them and be expected to sign to say they agree to it.

Records of progress across the Early Years Foundation Stage are usually passed on to schools when the child leaves our Nursery. If parents prefer this not to happen then their wishes will be respected.

No information will be passed on to other agencies without permission from parents/carers. Where there is an issue about child protection then the child's welfare will be put first and the Safeguarding Children policy will be followed.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.) We also have regard to the Freedom of Information Act 2000.