



CONFIDENTIALITY

As in every Nursery there is a code of confidentiality, which must be strictly adhered to. Any information relating to children, parents, staff and other professional issues must be treated in a professional manner. The office or staff room is available for private discussions.

Occasionally, parents/carers or staff may disclose information that needs to be shared with the Management team, but never with other parents or staff. When asked about issues, which you are unsure about or unsure as to whether you should give information, always check with the Management team.

Parents are allowed access to all written records about their children (unless a data protection law stipulates it is against the best interests of the child) comments from parents should be incorporated into the children's records. All information gathered on children within the nursery is kept safe and secure, either by means of locked cabinets, and information held on computer is password protected, and only accessed by nursery staff.

To meet the needs of all the children in our care it is important that we share information with parents and with one another in order to support the child's development. It may also be necessary in some circumstances for the nursery to seek help and advice from outside professionals. If this action is taken then the parent's permission must be sought first, except in Safeguarding matters where the Nursery has a duty to inform, even without parental permission.

Staff Target Settings, PDR, or private discussions are between the Management Team and staff member, therefore issues raised should not be discussed with other team members.