



BUXTON NURSERY

Confidentiality Policy

At Buxton Nursery we have a strict confidentiality policy regarding the information we hold about children.

Registration forms are kept in the office and a filing cabinet in the classrooms. The 'All about me' forms will be kept in the child's learning journey folder. Children with additional needs will have a separate folder kept in the office or class filing cabinet that holds all details of their needs, the professionals working with them, IEP's and action plans where appropriate. This information remains in the nursery at all times. It will only be accessible and available to those who have a right or professional need to see them.

Staff are informed of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. We have a mobile phone and recording equipment policy and a Facebook policy in place to prevent misuse of photographs or names of children being used publicly.

Staff should not discuss matters of a confidential nature outside nursery – and only amongst themselves if absolutely necessary. Private lives of parents and staff should be kept private. Staff should not discuss children with other parents. For example, if a child is bitten by another child then this information should be kept confidential and not discussed with the parents of the child who had been biting. Names will be withheld when discussing incidents with parents.

If staff have concerns about any aspect of child protection, a folder will be created containing these details and secured safely. In extreme cases, the key person can share information with an appropriate agency or childcare professional. The policy is held in the staff pack and will be given to students in their welcome pack.

Confidentiality will be discussed during the staff induction and during staff supervision and appraisals.

Policy adopted on _____

It will be reviewed on _____

Signed _____ (Manager)

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