



## Kinellar Nursery

### **Confidentiality Policy**

This policy exists to protect children, parents, carers, families and staff and to ensure that everyone using the nursery is absolutely clear about issues of confidentiality and what the nursery's procedures and routines are in respect of this matter.

In the course of their work staff will have access to information that is confidential.

This will include:

- Medical details.
- Marital status.
- Parents' employment situation.
- Court orders - concerning child's residence or contact with family members, including foster children and Social Work Department placements.
- Child protection - where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent.
- Religion.
- Addresses and phone numbers.
- Child development records - shared with parents, staff and relevant professionals and schools at appropriate times.

It is essential that information be kept within these boundaries. It is therefore expected that staff (including students) --

- Do not discuss children / parents / carers outside the school.
- Do not discuss other people's children with a parent / carer.
- Do not discuss children / parents / carers in school where they may be overheard.
- Only discuss confidential information with outside agencies with permission of the Head Teacher

Parents / carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents / carers have access to their child's records.

Confidential records are stored in a locked filing cabinet stored in Room 2. They will only be accessed by staff who are bound by the confidentiality policy.

No personal information will be kept in open access documents (e.g. diaries).

All staff records are kept confidential. Staff may see their own records at any time.

Updated April 2017/ Review June 2018.