

Bluebelle Nursery

CONFIDENTIALITY POLICY

The group's work with children and families will sometimes bring contact with confidential information

To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways:-

- parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- staff should not discuss individual children, other than for purpose of curriculum planning/group management with anyone than the parents/carers of that child ***without their permission***
- information given by the parents/carers to the supervisor/ member of staff should not be passed to other adults without permission
- any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the group except with the staff and the committee chair
- issues to do with employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions
- students on Wales PPA recognised courses (observing or on placement in the group) should be advised of our confidentiality policy and required to accept it
- the safety and well-being of the child will be of paramount importance