

Little Treasures Nursery Confidentiality Policy

Rationale

It is a legal requirement of the nursery to hold information about the children, the nursery and the staff in a confidential manner.

Aims and Objectives

- To ensure staff partnerships with parents.
- To ensure all information is confidential.
- To ensure the safety of all confidential documents.

Implementation

- Basic information is used for registers, invoices, and for emergency contacts, however all records will be stored in a locked cabinet.
- The staff through their close relationship with both the children and their parents may learn more about the families using the nursery.
- All staff are aware that this information is confidential and only for use within the nursery setting.
- If any of this information is requested for whatever reason, the parent's permission will always be sought.

If however, a child is considered at risk our child protection policy will override confidentiality.

National Care Standards- A caring environment, Standard 7
Well-managed service, Standard 14

Signature	Position	Date of review