Tots 2 Toddlers

Confidentiality Policy

Intent of Policy:

This policy represents the agreed principles for confidentiality throughout the Nursery. All Nursery staff, representing Tots 2 Toddlers have agreed this policy.

Implementation of Policy:

* Tots 2 Toddlers works with many children and families and sometimes will be in contact with confidential information.

We will respect confidentiality in the following ways:

* Parent will have ready access to the files and records of their own children but will not have access to information about any other child.
* Issues to do with the employment of staff whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
* Staff will not discuss the individual children, other than for purposes of curriculum planning/group management, with people other than the parent/carers of the child. An exception to this is in safeguarding related situations, when the child may be discussed with the appropriate professionals.
* Any anxieties/ evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group except with the child’s key person or managers.  
  Information given by parent/ carers to the managers or key person will not be passed onto other adults without permission.
* Students on work experience or other recognised courses observing in Tots 2 Toddlers will be advised of our confidentiality policy and required to respect it.
* All the undertaking above is subject to the paramount commitment of the nursery as is the safety and wellbeing of the child. Please see our child protection policy.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |

The nursery will comply with all requirements of the GDPR.