



## Confidentiality Policy

Munchkins Day Nursery aims to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

To ensure that all those using - and working in - the setting can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Any new staff or students working within the Nursery will be made aware of the Confidentiality Policy and the requirement to adhere to it.

However, if a child is considered to be "at risk" our Safeguarding Policy overrides this Confidentiality Policy in order to ensure the child is kept safe.

See Also:

Privacy Policy

Client Access to Records & Confidentiality Policy

Provider Records Policy

Record Sharing Policy