



BARNFIELDS EXTRA

Barney Bears Nursery

Confidentiality Policy

The nursery's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in Barney Bears Nursery can do so with confidence, we will respect confidentiality in the following ways:

1. Parents/carers will have free access to developmental records of their own children, but will not have access to information about any other child.
2. The manager will ensure that all staff are aware of the need to maintain privacy and confidentiality and will not discuss individual children, with people other than the parents/carers of the child. **Other than for the purpose of assessment and planning within the nursery.**
3. Information given by parents/carers to the nursery staff or key person will not be passed on to other adults without permission.
4. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
5. Any anxieties or 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, manager and Head teacher at Barnfields Primary School.

Students on NVQ or other recognised courses observing in the nursery will be advised of our confidentiality policy and required to respect it.

Parents/carers must give their permission before referral to other agencies if there are concerns about a child's development.

All the undertaking above is subject to the paramount commitment of the nursery which is for the safety and well-being of the child.