

The Acorns Day Nursery

Confidentiality Policy

- To meet the needs of all the children in our care it is important to share information with parents/carers and one another in order to support the child's development.
- It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals. If this action is taken then the parents/carers permission must be sought first, unless the child's welfare is at risk.
- Parents/carers will be treated as equals and with respect.
- Any information and knowledge will be on a need to know basis with the staff and will be kept confidential. All children's personal details are kept in line with the requirements of the data protection act 1998
- Members of staff will only discuss information with parents/carers relating to their own children. They will not be at liberty to divulge information about other children in their care to anyone other than the child's parents/carers.
- All staff members adhere to this policy and it is within their contracts of employment to do so.

September 2016