**Woodburn Nursery Class**

**Confidentiality Policy**

The nursery should recognise that children and parents have a right to expect confidentiality to be maintained.

To ensure that all those working in early education can do so with confidence, we will respect confidentiality in the following ways:

* Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
* Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than the parents or carers of the child.
* Information given by parents/carers to staff at the nursery will not be passed onto other adults without permission.
* Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
* Any anxieties or evidence relating to a child’s personal safety will be kept in a confidential file at the Head Teacher’s discretion.
* Students on courses involving visits to the nursery will be advised of the confidentiality policy and will be required to respect it.
* Parents must be consulted before referral to other agencies if there are concerns about a child’s development.