

**Confidentiality Policy Ladybirds Daycare Ltd**

 **October 2020**

The nursery works with children and their families, which will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contact details. This information will be stored in a locked cabinet in line with Data Protection registration.

 To ensure that all those using and working in the Nursery 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 purposes of curriculum planning/group management, with people other than the parents/carers of that child.
* Information given by parents/carers to the Nursery or key worker will not be passed on to other adults without permission.
* All staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role as key person. If staff breach any confidentiality provisions, this may result in disciplinary action and in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it.
* All staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
* Issues to do with the employment of the staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
* 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 worker and the nursery management.

All the undertakings above are subject to our overriding commitment of the Nursery to the safety and well-being of the child. Please see also our policy on safeguarding children.