

Confidentiality Policy

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

We will respect confidentiality in the following ways:

Parents will have ready access to the files and records only of their own children.

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 leader will not be passed on to other adults without permission.

Issues to do with the employment of 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 nursery supervisor and the owner.

Students, studying for recognised qualifications, who are observing in the nursery, will be advised of our confidentiality policy and be required to respect it.

No information regarding any aspect of the setting shall be discussed on any social networking sites.