



FOREST VILLAGE KINDERGARTEN

Confidential Policy

Forest Village Kindergarten is committed to keeping information about children, parents and carers and staff as confidential as possible.

All members of setting staff will be aware of the confidentiality policy and procedure and will be required to accept and sign the settings confidentiality agreement. At all times any information given by the parents or the children will be treated with the safety and wellbeing of the children in mind. The setting will consider any unauthorised sharing of information as a serious offence and will take appropriate disciplinary action against anyone who breaks the confidentiality agreement. All parents should note that in cases where there is a child protection concern for a child the setting has a legal responsibility to share this information and as such it does not fall within the scope of this policy

The information stored in the nursery files about the children is available only to Setting staff and the individual child's parents. This information is stored securely.

Any information given to us about parents or children at the nursery will be treated with the utmost respect and will remain confidential to all except for nursery staff. (Please note: staff will only be informed of any confidential information if it is important to the welfare of the child

Any information that a parent wishes to give us about their child will be treated in strictest confidence. This information will not be shared with outside agencies without permission and if wished may be kept within the confines of the conversation. Where a staff member feels that it is in the best interests of a child to pass on information they will discuss this with the project manager in the first instance and appropriate action will be taken.

No member of staff will discuss individual children (unless it relates to the activities of the day) out-with the setting with anyone other than the child's parents/carers without the parents' permission.

