

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### Parc Eglos Nursery: Confidentiality

#### Policy statement

Parc Eglos Nursery's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in Parc Eglos Nursery can do so with confidence, we will respect confidentiality in the following ways.

Information given by parents /carers to a member of staff will not be passed on to other adults without permission.

- Staff will not discuss individual children, other than for purposes of curriculum planning and assessment/group management, with people other than the parents/carers of that child.
- 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.
- 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 Parc Eglos Nursery, except with senior staff and the child's keyworker.
- Students working on recognised child care courses within Parc Eglos Nursery will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of Parc Eglos Nursery– namely, the safety and wellbeing of the child.

Please also see our policy on Child Protection.

This policy was adopted by

Parc Eglos Nursery

On

January 2015

Date to be reviewed

January 2018

Signed on behalf of the provider

Parc Eglos Nursery

Name of signatory

Mr Marc Talbot

Role of signatory

Chair of Governors