



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Confidentiality Policy

Dated 06.01.15

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

To ensure that all those using or working in the Nursery can do so in confidence, we will respect confidentiality in the following ways:

- Children's records are kept in a filing cabinet in the office. Parents will have access to the files and records of their children should they request it, but will not have access to information about any other child. Any sensitive information will be kept in a secure, locked cabinet.
- Any photographs / videos taken in the nursery (to support Learning Journey observations) will not be shared on Social Networking sites (see Social Networking Policy). Printed photographs that are no longer required should be disposed of responsibly.
- Staff will not discuss individual children, other than for purposes of curriculum planning / Nursery management / observations for each 'Learning Journey', with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery Owner / Head Teacher or Key Worker will not be passed onto other adults without permission.
- Any anxieties / evidence relating to a child's personal safety will be kept in a confidential file and will not be shared amongst the Nursery Staff except with the child's Key Worker, the Head Teacher and Owner.
- Should a member of staff have a concern regarding any aspect of a child's development, they will seek professional advice only after parental consent has been given.
- Students visiting the Nursery or completing work experience will be advised of our confidentiality policy and be required to adhere to it.
- Issues relating to the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

All the undertakings above are subject to the paramount commitment of the Nursery, which is to the safety and wellbeing of the child. Please see also our policy on Safeguarding.