



## **CONFIDENTIALITY POLICY**

CMN's work with children and families will sometimes bring us into contact with confidential information. Children and their parents/carers are entitled to a personal and confidential service.

It will be necessary for CMN to hold information pertaining to the health and welfare of the children in our care. This information will be given by the child's parent/carer and will be available to nursery staff only.

Information received in confidence will not be disclosed to children, parents/carers or other persons. The only exception to this is where a child is considered to be "at risk"; it then becomes the responsibility of the nursery staff to ensure the safety of the child by referring the information to the appropriate agencies.

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 child's key worker or manager 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 staff and the manager.
- Students when observing in the nursery will be advised of our confidentiality policy and required to respect it.

All the above are subject to the commitment of CMN, which is to the safety and well being of the child.

### **Legal Framework**

- Data Protection Act 1998
- Human rights Act 1998