

SUNNY SKIES NURSERY
OUR CONFIDENTIALITY POLICY (POL4) [v.2] rev. 08/15

We will respect the privacy of the children and their parents/carers, ensuring that information can be shared in the confidence that it will only be used to enhance the welfare of the children.

Children's transfer information including stage of development and assessments will be passed on to their next setting to assist with their settling and to support their new key worker/teacher in determining a starting point for activities/lessons. Information may also be shared with other agencies in order to support any additional needs a child may have.

We will respect the privacy of staff and other adults, ensuring that their records remain confidential to the people directly involved in personnel decisions.

In doing so we will:

- Ensure that all information containing personal or private details will be kept in a secure place that cannot be accessed by unauthorised people
- Ensure that all staff are aware of and uphold the need to maintain privacy and confidentiality
- Treat any breaches of confidentiality seriously, and deal with them accordingly

Parents/Carers may request to look at their own files by writing to the Nursery Manager, when a suitable appointment will be arranged.

Staff may request to look at their own files at a convenient time arranged with the Nursery Manager.