

**SUNNY SKIES NURSERY**  
**OUR CONFIDENTIALITY POLICY (POL4) [v.2] rev. 08/17**

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.