



CONFIDENTIALITY POLICY

Toptotz work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those 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 the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Nursery Manager or staff 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 necessary staff, Nursery Manager and Director.
- Students recognised courses observing in the Nursery will be advised of our Confidentiality Policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the Nursery which is to the safety and well being of the child. Please see also our policy on Safe Guarding Children/Child Protection.