

## Nursery Plus Pen-y-Bryn & Pre Nursery Pen-y-Bryn

### Confidentiality Policy

Pre Nursery and Nursery Plus's work with children and families will sometimes bring contact with confidential information. To ensure that all who use and work in the Pre Nursery and Nursery Plus can do so with confidence, confidentiality will be respected in the following ways:

#### Children and Families

- The safety and well being of the child will be of paramount importance
- Parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- Staff should not discuss individual children, other than for purposes of curriculum planning/management, with anyone other than the parents/carers of that child without their permission unless a child is deemed at risk
- Information given by parents/carers to the Manager / member of staff should not be passed to other adults, without permission, unless the child is deemed to be at risk
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the setting except with the manager and/or relevant staff and/or the responsible person
- Any anxieties/evidence relating to a child's personal safety will be shared with the relevant agencies, if a child is deemed to be at risk or if requested by the relevant agencies.

#### Staff/Volunteers/Students

- Issues to do with the employment of staff, volunteers and students, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions staff
- Volunteers and students will have ready access to their own files and records, but will not have access to information about any other staff
- Staff, volunteers and students should not discuss concerns about individual staff members with anyone other than the Manager and/ or Responsible Person.
- Information given by staff, volunteers and students to the Nursery manager/Responsible Person should not be passed to other adults without permission, unless the welfare of other adults and children is deemed to be at risk staff,
- Volunteers and students will be advised of the confidentiality policy and required to adhere to it

This policy has been reviewed and approved by the Governing Body

Signed: \_\_\_\_\_

Date: January 2026

Review date: January 2027