Confidentiality Policy

Statement of intent
It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education.

Aim
We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods
To ensure that all those using and working at The Acorn Nursery School can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's development and personal safety are kept in secure, confidential files and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept in a lockable cupboard whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on work experience training, are advised of our confidentiality policy and required to respect it.
- It is our policy that no member of staff is 'friends' with any current parents/carers on any Social networking site.
- We will ensure that there is an area where staff can talk to parents/carers confidentially.

All the undertakings above are subject to the absolute commitment of the Acorn Nursery School, which is to the safety and well-being of the child. Please see also our policy on safeguarding children.

Confidential information and records about staff and children are held securely and are only accessible to those who have a right to see them.