

The Jungle Day Nursery & Cheeky Monkeys Nursery Ltd

Policy 14-02

Confidentiality Policy

This policy will define the philosophy controlling confidentiality of children's affairs within the nursery:

1. In the course of their duties the staff at the nursery will be fully confidential concerning a child's private affairs:

It is a condition of employment within the nursery that such information shall not be disclosed to any unauthorised third party without the express consent of the Childs parents/ guardians/ carers.

Confidential information regarding a child will not be sought unless expressly in the interests of that child, i.e. to enable a better plan of care, welfare and learning to be developed.

The Childs parents/ guardian/ carer shall be kept involved and informed at all times of the outcome of confidential discussions by the nursery staff concerning the child.

Nursery staff will always consult their immediate supervisor or manager if they are unclear with respect to any item concerning confidentiality, or when made aware of confidential information that may have legal and/ or criminal connotations (e.g. if a child tries to confide that he/she has allegedly been submitted to sexual abuse by a member of staff).

2. Any breaches of this policy will be dealt with under the Disciplinary Procedure.

Signed by _____ Date _____ Review Date _____

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