

Victoria Road Day Nursery

Confidentiality Policy

At Victoria Road Day Nursery we ensure that sensitive and important information about children and families remains confidential. We ensure all information is provided to parents with parental responsibility about their child via verbal feedback and our Famly app.

- All information records are to be treated with privacy and confidentiality.
- All documentation and records are to be stored in a secure place and are only to be accessible to senior staff.
- Parents can only have access to their own child's records.
- Any concerns relating to a child's personal safety will be kept in a confidential file and will not be shared with anyone other than the child's Keyworker / Manager.
- Information may be shared with social services / Ofsted in accordance with their guidance and regulation. Parental consent will be maintained if possible.
- All issues regarding the employment of staff will remain confidential and records will be retained for seven years.
- All staff are to keep information shared within the nursery setting to themselves and are not to speak of children or information out of the nursery setting.
- Any breach of confidentiality will lead to disciplinary action being taken.

