

HIGHWAY DAY NURSERY

CONFIDENTIALITY POLICY

It is the policy of this setting to keep all records and information given to staff confidential within the setting unless it is deemed necessary to the child's health and wellbeing to share information with other professionals.

- Staff will be informed of all the information they need to care for and protect your child within the daily routine of the setting.
- Any disclosure of information regarding children's welfare given to staff members will be related to the Centre Manager.
- Staff members will not discuss the welfare of any child outside of the nursery.
- Children's welfare will not be discussed with any other parent
- We will discuss with parents /carers sharing of information with other professionals if we feel this joined up working will benefit your child's development in any area.
- If professionals request information that will protect a child's welfare the Centre Manager will pass it on.
- Information we consider necessary to protect a child's welfare will be passed on by the Centre Manager to other professionals.
- Under normal circumstances all information will be discussed with parents/ carers.
- Unless otherwise informed or requested information on children will be passed on to the setting they are moving on to or destroyed (shredded) when they leave the setting.
- Registers are kept for 21 years