

confidentiality

Staff members are easily identified by their uniform and the distinctive logo on their tops. The Nursery provides work experience for Childcare students; please ensure that you discuss any private matters concerning your child/family with staff only.

The Nursery aims to ensure that all parents/carers can share their information in confidence and that it will be used to enhance the welfare of their child. We respect confidentiality in the following ways:

- To ensure that Data Protection is maintained, personal information about children, families and staff is kept in a locked cupboard
- Information containing children's personal details and development are not accessible to other parents
- Staff will not discuss personal information given by parents with other members of staff, except on a need to know basis when it affects the well-being of the child
- Staff will not discuss children/families with work experience students

The Nursery works closely in partnership with other childcare providers. For the benefit of the child, practitioners from different settings will exchange information. If you do not want your child's information shared, please discuss this with the Nursery Manager.