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**Maidenhill Nursery Class**

**Confidentiality Policy**

## Introduction

This policy exists to protect children, families, staff and students to ensure that everyone involved in the nursery is aware of the importance of confidentiality and its value. The safety and wellbeing of the children is paramount and as a result the confidentiality of information shared within the nursery regarding all stakeholders should be kept strictly confidential. Confidentiality guidance for stakeholders includes data protection principles under the **General Data Protection Regulation (GDPR).**

**Confidentiality in Practise**

Parents/ Carers must be informed of any information or records being kept about their child.

Parents/Carers can ask to see information/records about their child at any time and this is to be facilitated when possible.

Children’s files are kept in the filing cabinet in the Nursery Office and are kept locked out with nursery working hours.

Children’s personal details or any information regarding them cannot be shared with any other partner agencies without ‘Sharing of Information’ protocol with the exception of a Child Protection concern or issue.

Staff/ Students must not discuss any personal information regarding a child out with the nursery and confidentiality must be considered when discussing children within the nursery.

**Monitoring and Review**

The DHT and SCDO will monitor this policy, engaging with relevnt stakeholders and service users. The policy will be reviewed annually in August and updated as required.

Next review: August 2020

Policy author: D Spence, September 2019