



Saint Brendan's Nursery Class



Confidentiality Policy

"Everyone has the right to be treated with dignity and have their privacy respected at all times."

- All staff members must be aware of the need for and importance of confidentiality when working with children and their families
- It is the responsibility of the staff to always act in a professional manner
- Staff must always be aware of who is present in the room, when discussing issues
- Staff will not discuss another child, with any other parent or carer
- Any issues should be discussed, in the first instance with management
- Issues must not be discussed on the playroom floor
- Any issues regarding the nursery, should not be discussed outwith the premises
- Confidences may not always be kept if a child protection issue arises
- All accidents and incident reports will not disclose another child's name
- All children are allocated individual files
- Staff also have a right to confidentiality
- The nursery will comply with all requirements of GDPR. All staff complete mandatory training in relation to confidentiality every two years.

Reviewed: February 2024

Reviewed: February 2025

Reviewed: February 2026

Review by: February 2027