

**Confidentiality**

**Children:**

Staff have access to children’s files. The information contained in these files is confidential and must not be discussed with anyone outside the nursery and the children’s PPR files are kept in the office in locked filing cabinets.

Staff should be professional at all times and MUST NEVER discuss children and/or related issues during sessions or outwith the nursery.

Concerns/issues should be raised at staff meetings in order that a comprehensive, coherent “picture” of the child can be developed.

If a member of staff feels that the issue(s) is/are urgent, then the matter MUST be raised with a member of the management team.

**Staff:**

All information relating to staff is located in the locked filing cabinet in the HT office or held online.

Staff have open access to all personal information held within the Establishment.

The school and nursery class adhere to the North Lanarkshire Council Policy for Data Protection full details of which are included within the school and nursery handbook.

**Updated August 2018 by N. Ferguson**

 **Woodlands Nursery Class – CONFIDENTIALITY** 

