



Stow ELC Confidentiality Policy

Rationale

Stow ELC will adhere to all relevant guidelines and legislation to ensure confidentiality is maintained.

Principle

The nature of our work will bring us into contact with confidential and sensitive information. In order to ensure that the rights of those using and working in the nursery are protected we will respect confidentiality by ensuring that the confidentiality policy is adhered to.

Procedure

- All staff, trainees and students are made aware of the confidentiality policy at induction.
- They will adhere to the policy at all times.
- Parents are made aware at enrolment of our duty to share information with relevant agencies should we have concerns affecting children's welfare.
- Parents and carers will have access to information regarding their child in line with relevant guidelines and legislation – Data Protection Act 1998.
- Staff will not discuss nursery business out with the nursery environment.
- Staff will not share information about children or families or other staff to third parties.
- Information will be stored securely and safely and retained in line with relevant guidance, GDPR Guidance will be followed.
- Conversations in public areas of the nursery will not be of a sensitive or confidential nature.
- Information stored electronically will be stored securely and will be encrypted or password protected.
- Personnel issues will remain confidential to the people involved.
- Staff must not disclose information to telephone callers.
- Staff will transfer all calls or requests for information to the EYO or head teacher.

Resources

- Parent brochure
- Staff/Student handbook
- Ongoing staff training

Reviewed: March 2025

- SSSC/GTC Code of Conduct