



Footsteps Nursery

Confidentiality policy

Our work will bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to files and records of their own children - but not any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child or with permission from parents/carers to do so with other professionals.
- Information given by parents/carers to nursery staff will not be passed on to third parties.
- Personnel issues will remain confidential to the people involved.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except for the child's key person, Manager and Child Protection Officer.
- The nursery will comply with all requirements of the GDPR.

Approved by the Governing Body at its meeting on:	28th November 2018
Chair of Governors signature:	
Date:	
Review date:	Autumn 2019