



Tel. 07876 260780

**Session times only**

[info@mvns.co.uk](mailto:info@mvns.co.uk)

[www.mvns.co.uk](http://www.mvns.co.uk)

Milland Memorial Hall  
Iping Road  
MILLAND  
Nr. Liphook  
West Sussex  
GU30 7NA

## 15. Confidentiality Policy

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- It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care.
- We aim to ensure that all parents and carers can share their information in the confidence that it will only be use to enhance the welfare of their children.
- To ensure that all those using, and working, in the nursery can do so with confidence, we respect confidentiality in the following ways:
- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs, or permission is given by the parent/carer. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students working towards recognised qualification and training, when they are observing in the nursery, are advised of our confidentiality policy and required to respect it.
- All of the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and wellbeing of the child. Please see also our policy on Child Protection.