



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

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Manager: Mrs Daniela Drozd
Nursery Mobile: 07854 843125

CONFIDENTIALITY POLICY

The Nursery's work with children and families will sometimes bring us into contact with confidential information.

All staff at the Nursery will respect confidentiality in the following way:-

1. A suitable secure area for storage of confidential information will be used at all times. This information will be stored in these locked filing cabinets.

- A. Records and information on children.
- B. Photographs of children.
- C. Data relating to children
- D. CRB checks and personal information relating to staff.

These records are only accessible to those who have a right or professional need to see them.

2. Staff will not discuss individual children other than the purposes of curriculum planning/group management with people other than the parents/carers of that child.

3. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will only be shared within the group if the teacher-in-charge considers it necessary and it's in the child's interest.

4. Parents can have ready access to files, records and photographs of their own children, but will not have access to information about any other child.

5. Information given to the teacher-in-charge by parents/carer will only be passed on to other adults if there is a professional need to do so on a need to know basis.

6. All staff including part time and visiting students working in the Nursery will be made aware of their responsibilities under the Data Protection Act 1998 and Freedom of Information Act 2000. All the undertakings above are subject to the paramount commitment of the Nursery which is the safety and well being of all children in our care.

7. Staff will sign the Confidentiality Policy to ensure all information regarding children, parents and each other is NOT discussed outside the Nursery environment.

Please also see our policy on child protection.

This policy was adopted at a Management Committee meeting of Potters Bar URC Nursery

Held on	<hr/>	(date)
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Date to be reviewed	<hr/>	(date)
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Signed on behalf of the Management Committee

Name of signatory	<hr/>	Mr Frank Palmer
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Role of signatory	<hr/>	Chair of Management Committee
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