



Bright Start Day Nursery

Confidentiality Policy

Bright Start Day Nursery work with children and families who will sometimes share confidential information with Nursery staff.

To ensure that all those who work in the Day Nursery can do so with confidence, confidentiality will be respected in the following ways:-

- ❑ Parents/Carers will have ready access to any files and records of their own children in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR).
- ❑ Staff will not discuss individual children, other than for the purpose of curriculum planning or group management with anyone other than the parents/carers of that child or the Registered Person should there be concerns over the child.
- ❑ Information given by parents/carers to the officer or any member of staff will be treated in compliance with this policy.
- ❑ Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the Day Nursery except with the Registered Person or their deputy in their absence.
- ❑ Issues to do with the employment of staff will be dealt with under the College's Human Resources policies.
- ❑ Students, whether observing or on placement in the Day Nursery, should be advised of our confidentiality policy and will be required to accept it.
- ❑ The safety and well being of the child will always be of paramount importance and confidentiality managed in the context of the All Wales Child Protection Procedures.