

Confidentiality in the Nursery

Parents who share a problem with any member of staff will be assured of their confidentiality, unless it is a Safeguarding issue, in which case we have to report this to the relevant authority, BY LAW

Staff and students will refrain from discussing anything regarding the children in the setting. Parents concerns or issues that arise at staff meeting will not be discussed with any person outside the nursery.

At times it may be necessary for a member of staff to discuss with the manager issues that may need his or her attention, or they do not have the experience to deal with the issue.

Any member of staff or student who breaks this policy will be subject to a written warning or instant dismissal dependent of the severity of the offence.

Students will be requested at induction to sign a confidentiality agreement form which they will adhere to.

Dated: 29/10/2009

Review Date: 01/11/2010