

Confidentiality Policy

The nature of our work at Springboard Nursery means that we will come 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:

- Any detailed information about children, parents or the staff working within the nursery will be kept in a locked filing cabinet, in the office. This information will only be accessed by the appropriate staff members and will not be removed from the nursery site.
- Any staff members working at Springboard Nursery are not to discuss information about parent/ carers or children outside of the nursery setting.
- Confidentiality will be respected at all times – please see social networking policy in regard to remaining professional.
- Information regarding a child will only be discussed with the parent/ carers to whom it concerns. We will not discuss any information about other children or parent/ carers with another parent/ carer or family member.
- Personal details of children or parent/ carers will not be passed onto any 3rd parties.
- Personal issues will remain confidential to those involved.
- The children's developmental records are kept together using Famly.
- Any information about a child that is of a sensitive nature will be kept in a secure place. Information regarding children's personal safety will only be discussed with those who it concerns.
- In some instances, the welfare of a child and duty of care that we have as professionals may override the duty of confidentiality, and in such cases we may need to pass appropriate information to other organisations. (please refer to our safeguarding policy)
- We will not reproduce any images from the nursery, for the website or marketing purposes without prior consent from the child's primary caregiver.
- Issues concerning the employment of staff members remains confidential to the people directly involved with making personnel decisions.
- Any student placements, volunteers, or parent helpers are required to work within our confidentiality policy. In some instances, forms may be given to parents to allow students to observe children and to use this information for their studies.

Springboard Nursery will comply with all the requirements of the Data Protection Act

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023