



Confidentiality Policy

This policy represents the agreed principles for confidentiality throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

Jack in the Box works with many children and families and sometimes will be in contact with confidential information.

We will respect confidentiality in the following ways:

Parent will have ready access to the files and records of their own children but will not have access to information about any other child.

Issues to do with the employment of staff whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions. Staff will not discuss the individual children, other than for purposes of curriculum planning/group management, with people other than the parent/carers of the child.

Any anxieties/ evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person or managers.

Information given by parent/ carers to the managers or key person will not be passed onto other adults without permission.

Students on work experience or other recognised courses observing in Jack in the Box will be advised of our confidentiality policy and required to respect it.

All the undertaking above is subject to the paramount commitment of the nursery as is the safety and wellbeing of the child. Please see our child protection policy.

The nursery will comply with all requirements of the Data Protection Act.

This policy was adapted by the managers and staff on April 2017

Signed on behalf of Jack in the Box

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