Apple Tree Day Nursery Confidentiality Policy and Agreement.

All staff, students and volunteers at the Apple Tree Day Nursery have a duty to remain professional at all times and must treat any information discussed at the nursery as confidential.

Anything that happens in the Nursery regarding Staff or children is STRICTLY CONFIDENTIAL and should not be discussed with ex- members of staff,family or friends as this will result in a written warning. If a staff member overhears a private conversation in the Nursery and then discusses it with other staff members this will again result in a written warning.

Children attending the nursery and parents and carers accessing the services at Apple Tree Day Nursery must not be discussed outside of the setting. All written information relating to children and their families must remain on the premises and will be stored in a secured cupboard.

Information relating to individual children will only be shared with that child's parent or carer. In the event of the nursery having to involve outside agencies then the sharing of information will be discussed and agreed with the parents first, except in the event of a child protection issue where it is decided by the Nursery Manager that it is not appropriate.

Students and volunteers will not normally have access to children's individual files.
The Nursery Manager, Deputy Manager and Senior Nursery Nurse will have access to children's confidential information. All other staff will get permission from a senior member of staff before accessing this information.

Reviewed and agreed on
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Next review date
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I have read and understood the above statement and agree to abide by the contents.

Signed.....
(Staff/Student/Volunteer)
Date.....