



New Era Nursery

Confidentiality Policy

Working with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working at New Era Nursery can do so in confidence, we will respect confidentiality in the following ways:

- Parents will have access to their own child's files and records (except in exceptional cases where data protection laws stipulate it is against the best interest of the child to do so).
- Staff will not discuss individual children with people other than the parents or carer of that child unless it is with other professionals for the benefit of the child.
- Information given by parents to the nursery staff will not be passed on to other adults without permission.
- Issues relating to staff will remain confidential to the people directly involved.
- All staff, including volunteers and students who are visiting the setting **MUST NOT** discuss the children, staff or the setting on Facebook, Twitter, MSN or any other social networking sites. This will be seen as a serious breach of our confidentiality policy and may lead to dismissal due to gross misconduct.
- The use of mobile phones is not allowed during sessions when children are present, other than the New Era Nursery phone when authorised by senior staff. All personal mobile phones will be locked in the cupboard. Parents and visitors are also requested not to use their mobile phones/cameras or any other photographic device in the setting. Signs are displayed as reminders.
- Personal cameras and other photographic devices must not be used in the setting or on outings unless authorised by senior staff.

- Photographs taken on the nursery cameras are for nursery use only in children's files or for display purposes (with parental permission) and they will not be stored elsewhere. Permission will be obtained for any other use e.g. Press releases, Facebook and the Nursery website.
- Nursery Cameras are only used with permission from the manager.

Policy reviewed and updated Sep 2019