

Reviewed: February 2023
Next Review Date: February 2024



Confidentiality Policy



Confidentiality Policy

It is recognised that in working with children and family's staff will have access to personal and confidential information. To ensure that all those who work and use Little Acorns can do so with confidence, confidentiality will be respected in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff must not give out children's contact details to anyone.
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given to Little Acorns staff by parents will not be passed on to other adults without permission.
- Students on recognised childcare courses observing in the nursery will be informed of our confidentiality policy and required to adhere to it.
- Failure to adhere to this policy will result in disciplinary action.