**John Logie Baird ELCC**

**Confidentiality Policy Statement**

This establishment’s work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in preschool can do so with confidence, we will respect confidentiality in the following ways:

1. Parents will have access to records and files of their own children but will not have access to other children.
2. Staff will not discuss individual children, other than for purposes of curriculum/planning/group management with other people other than their parents and carers.
3. Information given by parents/carers to the staff at the nursery will not be passed onto other adults without permission.
4. Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
5. Any anxieties or evidence relating to a child’s personal safety will be kept in a confidential file at the discretion of the manager or head teacher.
6. Students on courses involving visits or work placements to the nursery will be advised of our confidentiality policy and requested to respect it.
7. Parents must be consulted before referral to other agencies if there are concerns about child development.

**Article 16 (right to privacy)**: Every child has the right to privacy. The law should protect the child’s private, family and home life, including protecting children from unlawful attacks that harm their reputation

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