

Little Trinity Ltd

Confidentiality Policy

Little Trinity Nursery will always treat any information with the utmost confidentiality. We will respect confidentiality in the following ways:

- Children's progress records will be accessible to parents/carers but parents/carers will not have access to information about other children.
- Staff will not discuss children with anyone other than professionals within the school, unless the parents/carers' permission has been sought.
- Issues relating to staff employment will remain confidential to the people directly involved.
- Any volunteers or students will be made aware of this policy but access to information will be limited
- All members of staff will agree to respect the Confidentiality Policy.
- Relationships between parents and staff must be kept at a professional level and confidentiality must be maintained at all times.
- All confidential papers are filed in the Nursery office.