

Confidentiality Policy

At Blackwell Montessori Nursery Ltd we recognize that our work will sometimes bring us into contact with confidential information about children and their families.

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

- Parents will have access to the files and records of their own children but cannot access information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning / group management, with people other than the parents/carers of the child.
- Confidential information given by parents/carers will not be passed onto others without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making those personal decisions.
- We may set up a confidential file for specific information, this will not be shared within the group, however information may be passed onto the manager/DSMS if necessary.
- Students on work experience or other recognized qualification and training will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well being of the children in our care. This means that we may share information about your child if we feel it is in the best interest of your child. Any information will be shared on “need to know” basis only (also see Safeguarding Policy and Information Sharing Policy).