

Cherrytree Nursery School Ltd

Confidentiality Policy – brief outline

All Cherrytree staff sign a confidentiality clause in their contract and any information received from the parents, child, or outside agencies is treated as strictly confidential.

Information received from the parents will only be passed to other agencies after the parent's permission has been received in writing.

Any information received concerning Safeguarding issues may be passed onto the relevant authority, without prior consultation with the parent / carer, if it is felt to be in the child's best interest (i.e. if it is felt the child is in danger).

All information received is kept in a secure place and can only be accessed by the owner/manager, or other staff if appropriate.

No member of staff may discuss any information they receive about a child with anyone else, except within the Nursery in pursuit of the best care for that child.

A full copy of the Nursery's Confidentiality Policy is held at the setting and is available on request.