



CONFIDENTIALITY POLICY

Policy

Staff members are easily identifiable by their uniform and distinctive logos on their tops. All staff also wear name badges. The Centre also provide work experience for childcare students, but only senior staff members should be contacted to discuss private matters relating to a parent/carers child or matters to do with the Centre.

The Centre aims to ensure that all parents/carers can share their information in confidence that it will be used to enhance the welfare of their child. We respect confidentiality in the following way:

- To ensure that Data Protection is maintained, personal information about children, staff and their families is locked away in the office or a locked cabinet
- Information containing children's personal details and development are not accessible by other parents/carers
- Staff will not discuss personal information given by parents with other members of staff, except on a need to know basis when it affects the well-being of the child
- Staff will not discuss children/families with work experience students