Easebourne Nursery

Confidentiality Policy and Procedures

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Date of publication	October 2026
Review date	October 2027

CONFIDENTIALITY POLICY and PROCEDURES

Information that we receive is often confidential, and in order to maintain parents/guardians' confidence in our professional approach to this, Easebourne Nursery ensures that:

- all parents/guardians can see the information kept about their child and themselves at any time, unless there is a Safeguarding concern and it is deemed that such information may put the child at further risk.
- parents/guardians will not be given access to the information kept on any other children and/or their families.
- any feedback given to parents/guardians on their child's progress will be given directly to the parent/guardian unless it has been agreed by them that a third party can be involved, e.g. a childminder or nanny.
- information about a child's medical needs or status or concerns about Safeguarding issues will be kept in a separate file and only accessible to authorised personnel.
- all staff, students, volunteers and visitors to the setting are made aware of the importance of confidentiality of information and their own individual responsibilities within the setting.
- information about individual members of staff will not be given out to anyone without permission of that person, except in the case of Safeguarding.
- data protection regulations will be followed and explained to parents from the outset.

October 2026