



The Barn Nursery and Preschool

Confidentiality and Information Sharing Policy

The setting's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the setting can do so with confidence, we will respect confidentiality in the following ways;

- Staff will not discuss individual children, other than for the purposes of curriculum planning and group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the manager or staff will not be passed on to other adults without permission.
- Parents will have access to records of their own children but will not have access to information about any other child.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:
it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or not sharing it could be worse than the outcome of having shared it.
- We operate in accordance with the GDPR 2018 regulations. Our data protection officer is Carol Carter. All parents are given a copy of our privacy policy before their child starts at Nursery.

This policy was adopted by

The Barn Nursery

On

May 7th 2020

Date to be reviewed

May 2020

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director
or owner)

