

## **CONFIDENTIALITY**

- All children's personal development files are to be kept in cupboards in the child's room. Parents can have access at any time to their own child's file. Staff are not to disclose any information outside of nursery.
- The nursery is registered with the Data Protection Agency and comply with all recommendations.
- Personal details kept on the nursery computer are only accessed via a password and only by staff authorized to use them for the purpose of the nursery. Permission is sought before taking any details.
- If anyone wishes to discuss any issues in confidence they must be taken to the office.
- Staff personal development and appraisal files are to be kept in locked drawers in the office. Staff can access their own files with permission from the proprietor, Manager or Deputy Manager in charge as only they have keys.
- Once a child has left the nursery their personal file will be kept in a confidential box.
- When a child leaves nursery to attend school their personal development records will be sent directly to their new teacher at the school. Parents can discuss any issues privately with key persons at an agreed time.
- When a member of staff leaves the nursery their personal files are stored by the proprietor.
- Any personal information like phone numbers, addresses or dates of birth are not to be given out on the telephone unless permission has been sought.
- Any incidents that cause concern regarding staff, children or parents are to be reported to the Manager in the strictest confidence. The right course of action to be followed, if any, will be implemented.
- Staff are not to discuss any issues relating to nursery business outside of the premises