

# **Confidentiality Policy**

Sunny Socks Nursery School takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

## **Procedure:**

We will not discuss confidential information about children and their families with other parents/carers.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance in the framework for the Early Years Foundation Stage and Ofsted.

Staff must not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. If, however, a child is considered at risk, our Safeguarding policy will override confidentiality.

All staff must be aware of and follow our E-SAFETY policy and GDPR Policy in relation to confidentiality.

All issues concerning the employment of staff remains confidential to the people directly involved.