**Confidentiality Policy**

Our work with children and families, will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Nursery can do so with confidence, we will respect confidentiality in the following ways:

* Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
* Staff will not discuss individual children, other than for the purpose of curriculum planning/group management, with people other than the parents/carers of that child.
* Information given to Munchkins Kindergarten Ltd staff will not be passed onto other adults without permission.
* Issues to deal with the employment of staff, whether paid or unpaid, will remain confidential and will not be shared within the group except with the child's key worker and the manager.
* All students and volunteers will be advised of our confidentiality policy and required to respect it.

Parents/carers must be able to trust the integral professionalism of all staff.

Signed on behalf of the provision by



Rachel Beresford, Owner

Review date: April 2024