4. **CONFIDENTIALITY POLICY**

Wavertree Christian Community Centre will endeavour to respect confidentiality at all times.

Working with children can bring the nursery into contact with confidential information. To ensure that parents/carers and all using the nursery can do so with confidence the group will:

• Give parents ready access to files and records on their own children.

• Keep all records in a secure place.

• No unauthorised person shall have access to records.

• Staff will not discuss individual children with anyone other than nominated parties such as Parents/carers, social workers etc.

• All work experience students will be made aware of the confidentiality policy and asked to sign it confirming their compliance.

• Children will be discussed only for the purpose of planning and assessing, curriculum and group management with their keyperson or other staff member.

• Information given about any child or member of their family will only be passed on with parental permission.

• Information given about a staff member will only be passed on if it is in the interest or safety of the child.

• Issues concerning workers in the group whether voluntary or paid will remain confidential to the people directly involved with making decisions.

• All undertakings are subject to the paramount commitment of the nursery, which is to the wellbeing and safeguarding of the child.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**