

## **Confidentiality Policy**

Bloom Day Nursery aims to keep all personal information held on the premises safe and secure to maintain the confidentiality of all children, parents/carers, nursery team members, volunteers, students and visitors. This is a statutory requirement of the Early Years Foundation Stage April 17 Information and Record Keeping 3.68–3.71.

Personal information with regards to children or family members will not be discussed openly whilst other parents/carers and/or children are present. Conversations of a private or personal nature can be taken place in the office areas away from the main nursery rooms or in a quiet area of the nursery room if appropriate.

Bloom Day Nursery holds an open door policy where the Registered Person or Nursery Manager are available should any concerns or issues of parents/carers or key carers need to be discussed.

At no point shall any Bloom Day Nursery employee provide information regarding any child over the telephone, website or social networking site without prior written permission from the child's parent. This includes being contacted by any media. If an outside agency was to contact Bloom Day Nursery to discuss any concerns regarding a child or to seek information then their contact telephone details must be taken and the place of employment so we can contact them to confirm their identity before passing the information to a member of the management team.

Date of Review: March 2018