



Maple Medical PRU *Young Parents' Centre*

Confidentiality

At this nursery, staff understand that all information about babies, young mums and their families is confidential and should never be discussed outside the nursery. The nursery manager ensures that all staff members are aware of the need to maintain privacy and confidentiality.

All information kept on babies will only be shared with the parents/carers, nursery staff and nursery manager. Occasionally we may need to share records with other staff or outside agencies. Parents/carers will always be consulted first about this.

Staff will not discuss any baby with anyone other than parents/carers.

All members of staff and the young mums will have this policy explained to them.

No information will be passed on to other agencies without permission from parents/carers. Where there is an issue about child protection then the child's welfare will be put first and the Safeguarding Children policy will be followed.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where data protection laws stipulate it is against the best interests of the child to do so.)

Date of Policy March 2017

Date of Review March 2019

Signed

Nursery Manager.....

Chair of Management Committee.....