



## Confidentiality Policy October 2025 (No Updates)

This policy will define the process for controlling confidentiality of information on staff members and families. Personal information will be protected against unauthorised change, damage, loss or theft.

In the course of their duties, staff will be privy to confidential information about staff members and families. It is a condition of employment that such information shall not be disclosed to any unauthorised third party without the express consent of staff members and families concerned.

Confidential information regarding staff members and families will not be sought unless expressly in the interests of staff members and families concerned.

Staff must ensure that permissions have been obtained for any images or video footage being used within the Nursery or made accessible on websites, social media, or literature.

Confidential information about staff members and families must not be left where it can be accessed by unauthorised persons. Where staff have been using confidential information, such as contact details, this should then be locked away if hard copy. For soft copy accessed on devices, devices must not be left logged in or unattended where unauthorised persons could access the information.

Confidential information should never be stored on personal devices. Where staff have access to confidential information on Nursery or personal devices outside of the Nursery, this must not be shared and unauthorised access must be prevented in the same ways as if working in the Nursery, i.e. password protected access and not leaving devices logged in.

Nursery staff should consult a Designated Safeguarding Lead if they are unclear concerning confidentiality of information that they have become aware of that could require a response or an investigation from the Nursery such as family break-ups, bereavements etc. (allegations related to harm of children should always be reported to a Designated Safeguarding Lead).

**Any breaches of this Policy will be dealt with under the disciplinary procedure.**