



Policy Document 10 – Confidentiality

01	Confidentiality both in & out of The Wincanton Early Years Centre is absolute. All staff, students and any other adults are expected to refrain from the passage of information, be that verbal or written, to any person or organisation.
02	This includes personal circumstances regarding individual children, their personal records and circumstances of the parents/carers of children currently attending or that have previously attended The Wincanton Early Years Centre.
03	Any conversations involving parents/carers that are considered to be of a personal nature will be conducted in a secure, private room.
04	Any member of staff found to be breaking confidentiality as stated above will face immediate disciplinary action and in some cases legal prosecution.
05	Permission is necessary from parents/carers of children prior to any photographs or video footage being taken for any purpose at The Wincanton Early Years Centre
06	Parents/carers are encouraged to speak to their child's key worker about their progress. However, all other matters regarding The Wincanton Early Years Centre should be directed to the Manager or director.
07	Staff are not permitted to babysit for children that attend the setting. This is because the nursery cannot, under any circumstances, be held liable or responsible for the conduct of any employed individual whilst not in the workplace. It should also be noted that staff are not covered by the nursery's insurance policy or OfSTED registration when engaging in private, commercial arrangements with parents.
08	Friendships on social networking internet sites between parents and members of staff are not permitted. To maintain confidentiality and protect both the children and the setting, it is not acceptable for staff, or parents, to discuss individual children or the nursery, in any respect. Should such posting become evident, staff will become subject to our disciplinary procedures and children's places may be suspended.

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