All Silver Stars Day Nursery policies will be subject to any future change according to Government legislation and guidelines to maintain the safety of all children, families, staff and visitors.

1.04

Confidentiality Policy

At Silver Stars Day Nursery, we recognise that all individuals have the right to expect that information relating to them is treated with respect and confidentiality. This applies to children, parents, carers, staff and all significant others connected with the setting.

Confidentiality underpins safeguarding, trust and professional practice. All staff are expected to understand and adhere to this policy at all times.

Conversation

To protect confidentiality, we will ensure that:

- Confidential conversations take place in an appropriate private area where information cannot be overheard.
- If confidential information is raised in a public or unsuitable area, staff will pause the conversation and suggest moving to a more appropriate space.
- Staff do not share information about children, families, staff members or the running of the nursery with anyone outside the setting.
- Conversations relating to individual children do not take place during staff break or lunch times, where they may be overheard.
- Discussions about children are not carried out in front of other children or unnecessary staff members, respecting each child's right to privacy.

Sharing Information

- All information shared with the setting will be treated as confidential unless permission is given for it to be shared with relevant staff members.
- Parents or carers may be asked whether information can be shared with specific staff to ensure children receive appropriate care, reassurance or support.
- There are circumstances where confidentiality cannot be maintained due to legal or safeguarding obligations.
- Parents or carers will be informed of any disclosure wherever possible and appropriate.

Examples of when information may need to be shared include:

- A medical emergency, where relevant information must be shared with healthcare professionals.
- Suspected child abuse or neglect, where information must be shared with Social Services or other safeguarding agencies in line with statutory guidance.

Records and Documents

- Confidential records and documents are stored securely at all times.
- Access to all records and documents is restricted to **Mrs Ellie Wallace** and **Miss Sarah Parsons**.
- Parent contracts are not accessible to other staff members.

- Staff have access only to essential information required for their role, such as consent forms and emergency contact details.
- Electronic records are stored securely and managed in accordance with **GDPR** and the **Data Protection Act 2018**.
- Parents have the right to request access to confidential records relating to their child, in line with data protection legislation.

This policy was adopted by	Silver Stars Day Nursery
Date	February 2026
Review date	February 2027
Name of signatory	Mrs Jenifer Capper
Role of signatory	Proprietor
Signed: Date:	 February 2026