

CONFIDENTIALITY POLICY

The proprietors of Bowden House Day Nursery, it's employees, students and volunteers must not disclose any confidential information about the setting, fellow members of staff or the children.. This includes all information held within the children's developmental records and also staff files. Failure to abide with this policy may result in dismissal.

All members of staff, proprietors, students, and volunteers must sign a copy of the confidentiality agreement.

Confidential information will be kept in the office in a locked filing cabinet to be accessed by the Nursery Manager or the proprietor's.

The only instance our confidentiality policy will be overruled is if we consider a child to be at risk, in which case our child protection policy will take effect.