



## **Confidentiality Policy - October 2015**

The nature of Free Rangers Forest Schools Ltd work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/Careers will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, general concerns and safeguarding issues with people other than the parents/careers of that child.
- Information given by parents/careers to the nursery staff will only be shared on a need to know basis.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person, the room leader and the manager.
- Students/volunteers will be advised of our confidentiality policy and are required to respect it.

All the undertakings above are subject to the paramount commitment of Free Rangers for the safety and wellbeing of the child. Please see also our policy on child protection.

This policy was first adopted at a meeting of Free Rangers Forest Schools Ltd held on 10<sup>th</sup> July 2013.

Signed:

Role: Owner

Signed:

Role Co-Owner

Signed:

Role: Nursery Manager