



Round and Round the Gardens Childcare

... the natural choice for your child.

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Company Director / Nursery Manager

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CONFIDENTIALITY

To meet the needs of all the children in our care it is important to share information with parents and with one another in order to support the child's development and meet his/her needs. It may also be necessary in some circumstances for the nursery to seek the help and advice from outside professionals. If this action is taken, the parents' permission will first be sought.

Any information and/or knowledge that Round and Round the Gardens learns about children or families i.e through discussion or correspondence for example will be on a need to know basis. This information will be dealt with sensitively, without prejudice and will be kept totally confidential.

Parents/carers will always be offered the opportunity of discussing any matter in a confidential environment, away from other parents or staff should they wish to.

All members of staff will agree to respect the nursery's confidentiality policy and will sign a copy of this document to indicate their agreement.

Staff Signature confirming understanding and agreement: _____

Staff Name: (print) _____

Date: _____