

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

CONFIDENTIALITY POLICY

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

Confidentiality Policy

NRSRY_05_02

1. Nursery Matters

1.1 The nursery has its own Social Media pages and page on the school website, both of which are managed appropriately and professionally by the nursery management team.

1.2 Nursery will often be mentioned in the school's weekly news letter.

2. Staff Matters

2.1 Staff, students and volunteers are not permitted to discuss any matters relating to the nursery, either away from the nursery premises, or amongst themselves with staff not directly involved in the matter.

2.2 Staff are not permitted to comment or mention any matters relating to the nursery, or school, on any of their personal or individual social media accounts.

2.3 Staff must respect that all matters relating to individual children are only to be discussed by staff with a child's parents/carers and information shared with the whole staff team is on a "need to know" basis, recognising that matters can be of a person or private nature.

2.4 Staff must be aware that this policy relates to all children, their families and other staff members.

2.5 Staff must remain guarded and non-committal when asked about individual incidents, children or other matters relating to the nursery.

2.6 Staff are not permitted to discuss the welfare, progress or behaviour of any child with anyone other than relevant staff within the nursery and the child's own parents/carers or entrusted persons designated to collect the children from nursery, e.g. Grandparents or Childminders.

2.7 Staff must be aware that any significant, serious or major concerns must first be addressed to the nursery manager, deputy or school head teacher without delay (See Whistle Blowing Policy).

2.8 Staff are reminded that they are professionals with an extremely important role and are therefore expected to behave in an appropriate manner at all times, both within the setting and outside.

2.9 Any misbehaviour by a member of staff that is deemed to contravene this or that could possibly bring the nursery or the school into disrepute, will be dealt with accordingly by the nursery manager or head teacher, following appropriate disciplinary processes.

- 2.10 Staff are reminded that any matters to be discussed with parents/carers that could be deemed to be of a sensitive, personal or difficult nature must be referred to the nursery manager or deputy for prior authority.

3. Parent Matters

- 3.1 In order to avoid any awkwardness or embarrassment, parents are expressly requested not to quiz or question nursery staff about matters concerning the nursery or their child, whilst away from the nursery premises.
- 3.2 Parents are expressly asked not to ask members of nursery staff for any details about any other child who attends the nursery.
- 3.3 If parents/carers have any questions regarding their own child within the nursery, they are asked to direct these to the most suitable staff, i.e. the child's key carer or nursery manager.
- 3.4 Families that are friends with members of staff outside of the nursery, or those that are provided with babysitting services by members of staff, are asked not to place the nursery staff in awkward situations by asking them questions relating to the nursery or their child's progress at nursery, at any time.