

CONFIDENTIALITY POLICY

It is the policy of **Little Gems Montessori Nursery** that all information given regarding your child and family is confidential. We hope that all parents can share their information in the confidence that it will only be used to enhance the service and welfare of their child.

- We understand that you entrust your child to our care. Any breach of confidentiality would betray your trust and be detrimental to the relationship between the child, parents/guardians and the school.
- Any sensitive information concerning the circumstances of your child/family that you disclose to a member of staff will be passed on to the Principal.
- Information will only be sought from you as a parent/guardian if it is directly relevant to your child's welfare, behaviour or happiness at the nursery.
- Staff will not discuss the circumstances, ability or behaviour of a child:
 - a) In the hearing of a child
 - b) In front of other children
 - c) With any other parents, or in their hearing
 - d) In any situation outside the nursery
- In the event of one child accidentally hurting another child, the individual teacher will not disclose the identity of the child who caused the injury.
- In the event of a new school requiring a report on an individual child, parental consent will be obtained prior to either a verbal or written statement being given.