



Confidentiality Policy

This policy represents the agreed principles for confidentiality throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

Jack in the box will always make available an area where staff can talk to parents/ carers confidently.

Jack in the Box works with many children and families and will be in contact with confidential information.

We will respect confidentiality in the following ways:

Parents/ carers will have ready access to the files and records of their own children but will not have access to information about any other child provided that no relevant exemptions apply to their disclosure under the Data Protection Act. Managers and staff who handle sensitive data/ assessment/ personal details and other materials understand the need to maintain the integrity, security and that they are stored confidently. Additional training to support can be found on our online training provider 'Flick'.

Issues to do with the employment of staff whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Managers must ensure that all staff understand the need to protect the privacy of the children and their families in their care, as well as the legal requirements that exist to ensure that information relating to a child or their parents/ carers is handled in a way that ensures confidentiality.

Staff will not discuss the individual children, other than for purposes of curriculum planning/group management, and other professionals as part of your child's development. These discussions will only take place within the setting and will not be discussed outside of this environment.

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 or managers.

Information given by parent/ carers to the managers or key person will not be passed onto other adults without permission unless it is necessary to do so for health and safety or safeguarding reasons.

Students on work experience or other recognised courses observing in Jack in the Box will be advised of our confidentiality policy and required to respect it. (Please see student and apprentice

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policy)

All the undertaking above is subject to the paramount commitment of the nursery as is the safety and wellbeing of the child. Please see our safeguarding children policy.

The nursery will comply with all requirements of the Data Protection Act 2018

This policy was adapted by the managers and staff in September 2025

Signed on behalf of Jack in the Box Manager

Staff Signatures: