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Gina's Montessori Nursery School

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Confidentiality Policy

Aim:

To protect the children, staff and the business of the nursery at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by parents/carers and staff.

Work at the nursery carries certain responsibilities on your part including the requirement to be confidential about all nursery school matters.

By signing this agreement, you agree to uphold Gina's Montessori Nursery School's confidentiality policy.

Confidentiality Policy:

This means you will not share pupil/staff information, or any information relating to the business of the nursery.

Examples of confidential information are:

- Information about staff and children.
- Information accessed by 'privilege' e.g. notices, documentation, conversations.
- Information about the nursery school's plans /actions

I understand that I have access to confidential information relating to children, staff and the business of the nursery and that it is my responsibility to maintain the integrity of this information and to keep it private.

_____ Print name

_____ Signature / Date