



Inspired, Creative,
Caring...

Confidentiality Policy

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|---------------------|--|-----------|--|-------------------|--|------------------------------|--|-----------------------------|
| Every Child Matters | | | | | | | | |
| Be Healthy | | Stay Safe | | Enjoy and Achieve | | Make a Positive Contribution | | Achieve Economic Well-Being |

You shall not, either during your employment (except as is necessary in the performance of your duties) or after the termination of your employment disclose to any person or use or exploit any trade secret or information of a highly confidential nature relating to the employer or its business or in respect of which the employer owes an obligation to a third party.

Highly confidential information includes:-

- Methods of working and the procedures of the employer
- Personal information regarding the children who attend your place of work, or their parents, the employers *or* party other employee present at your place of work.
- Highly confidential business strategies of the employer.
"Loose talk" is regarded as unprofessional and will not be tolerated.
- Printed information, to include without limitation, policies, procedures, nursery booklets, curriculum and planning documents, any personal notes that may have been kept in relation to incidents with children or staff in the Nursery.

This obligation will not apply to information which is already in the public domain.

Any staff who takes photographs of children involved in nursery activities must ensure that these photographs remain in the nursery and are the sole property of the nursery.