Little Wonderland Nursery Confidentiality Policy

# Purpose

This policy outlines Little Wonderland Nursery’s commitment to protecting the privacy and confidentiality of all children, families, staff, and volunteers associated with the nursery.

# 1. Policy Statement

At Little Wonderland Nursery, we recognise that we hold sensitive information about children, families, and employees. It is essential that all staff, students, volunteers, contractors, and visitors understand their responsibility to maintain confidentiality at all times.

# 2. Scope

This policy applies to:
- All employees (permanent, temporary, and casual)
- Volunteers
- Students on placement
- Contractors and service providers

# 3. Confidential Information

Confidential information includes, but is not limited to:
- Personal details of children and their families
- Children’s medical, educational, or behavioural records
- Staff and volunteer personal details and employment records
- Nursery records, policies, and internal discussions

# 4. Responsibilities

All staff and volunteers must:
- Only access confidential information when it is necessary for their role.
- Not disclose any confidential information to anyone outside the nursery, unless legally required or authorised by the Nursery Manager.
- Store records securely and return any confidential documents when no longer needed.
- Report any breach of confidentiality to the Nursery Manager immediately.

# 5. Breach of Policy

A breach of this policy is a serious matter. Any unauthorised disclosure of confidential information may result in disciplinary action, including possible termination of employment or volunteer placement.

# Confidentiality Acknowledgement and Disclaimer

Staff and Volunteer Declaration

I acknowledge that I have read and understood the Little Wonderland Nursery Confidentiality Policy.

I agree to:
- Keep all information about children, families, and staff confidential at all times.
- Not discuss confidential matters outside the workplace.
- Use confidential information only for purposes directly related to my duties at Little Wonderland Nursery.
- Return or securely dispose of any confidential documents as required.

I understand that failure to comply with this policy may result in disciplinary action, including termination of employment or volunteer placement.

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| Name (print) | Signature | Date |
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