



## **Confidentiality Policy**

Confidentiality is held in the highest regards at Knockbreda Nursery School. To meet the needs of all the children in Knockbreda Nursery School, it is important to share information with parents/carers and one another in order to support the development of the children.

It may also be necessary in some circumstances for the staff to seek the help and advice from outside professionals. If this action is required, the parent/carer's permission will first be sought.

Any information and knowledge shared will be on 'a need to know basis' and will be kept confidential.

All members of staff will agree to respect the Nursery's confidentiality policy and this policy will be shared during Staff and Student Induction training.

### **Monitoring and evaluation**

This policy will be reviewed and monitored in line with the school's policy review schedule.