



**Cairndow Community Childcare Limited Policy No.11**  
**CONFIDENTIALITY POLICY**

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Cairndow Community Childcare will treat all information and records kept on all individuals with the utmost confidence to ensure the respect and trust of parents, children and staff. Students on courses involving visits or work placements to the nursery will be advised of our confidentiality policy and required to respect it.

Parents will have ready access to the files and records of their own children but will not have access to information, written or verbal, about any other child. Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file at the discretion of Cairndow Community Childcare.

Concerns about a child's development should be voiced first of all to the parent/guardian before any referral to other agencies.