

Teitl: Title:	Confidentiality Policy - Toybox Nursery
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students nursery staff

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Rheolwr y Feithrinfa /Nursery Manager		
Ymgynghoriad / Consultation:	Nursery staff		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		-
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		15/01/2025
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
	Corff Llywodraethu / Governing Body:		-
Dyddiad Adolygu: Review Date:	15/01/2028		

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

1. Policy

- 1.1. To meet the needs of all our children at Toybox it is very important that we share information to both parents and staff, so that we can follow and support the child's development.
- 1.2. The safety and well being of the child will be of paramount importance.
- 1.3. Parents/Carers will have ready access to any files and records of their own child but will not have access to information about any other children.
- 1.4. Staff should not discuss individual children, other than for the purposes of curriculum planning/group management, with anyone other than the parents/carers of that child ***without permission*** unless a child is deemed at risk.
- 1.5. Information given by parents/carers to staff at Toybox Nursery should not be passed to other adults, without permission, unless the child is deemed to be at risk.
- 1.6. Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and shared only with the relevant staff who care for that child, and relevant agencies if requested.
- 1.7. At times we may need to seek advice and help from other outside professionals e.g. Social Services, Health Visitor etc. If this kind of action is ever taken the parents will be contacted first and their permission sought.
- 1.8. Any of the information given to the nursery will be on a "Need to know basis" and is highly confidential and should not be discussed outside the nursery premises.
- 1.9. Staff, volunteers and students should not discuss concerns about individual staff members with anyone other than the Manager.
- 1.10. Staff, volunteers and students will be advised of the confidentiality policy and required to adhere to it.

2. I agree to the above conditions.

2.1. Signed..... Date.....