

Confidentiality Policy

Blue Bird Nursery assures all parents of confidentiality in terms of:

- Student's information (progress, contact details, illness etc)
- Parent- teacher discussions relating to all matters of the child.
- Parent- Management agreements in regards to student's behavior or additional needs.
- Parent - Management discussion and agreement in terms of student custody requirements.
- Parent- Management agreements in terms of privacy and special requisition in regards to picture display on social networks.

Responsibility

Every member of the Blue Bird nursery is responsible for understanding and implementing the confidentiality policy. All information pertaining to the student and their parents/guardians is securely stored. Access to the students' files will only be granted to the Nursery manager and the registrar. The nurse will maintain separate health records in the nursery clinic.

Parents need to ensure that any sensitive information is ONLY shared with the Nursery manager where facilities will be made transparent to the class teachers and support staff to the relevant information that needs to be disclosed and discussed in providing intervention or support to the student.

Members of the Blue Bird Nursery will not disclose or share any information pertaining to a student in their classes with other parents related or not related to the student, these include but not limited to:

- Student's behavior
- Student's Progress
- Student's parents
- Student's health and eating habits
- Student's dressing.



Picture Display

Blue Bird Nursery Staff fully understand and will abide by the consent provided by the parents in regards to picture taking; pictures will only be displayed in the official Blue Bird Nursery website (www.bluebirdnursery.ae) our official face book and instagram accounts. Pictures taken by the teachers or support staff will NOT be displayed in their personal social networks or digital media or any other media platforms.

Special Clause:

The Blue Bird Nursery is fully committed and supports the "Wadeema Law" under the child's protection (Federal Law No. [3] of 2016) implemented by the Ministry of interior in 2016 in ensuring and reporting of child abuse cases to the stated authorities.

Please feel free to contact the Nursery Manager for further clarifications.

Policy Done by:

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Nursery Manager

Reviewed by:

Dr.Raj Gill

Chief operations officer

Atticus Education.

1st Review: 17th Oct 2016