



Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality school care and education.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Method

To ensure that all those using, and working in the school can do so with confidence, we respect confidentiality in the following ways:

- Parents have access to the files and records of their own children but do not have access to information about any other child.
- We will only discuss confidential information with those who have parental responsibility for a child, unless instructed otherwise by those with parental responsibility or in a case where our safeguarding policy applies.
- A private room can be made available for parents who wish to discuss anything in confidence with a staff member.
- Staff will not discuss personal information given by parents with other members of staff except where it affects the care of, and planning for, the child's needs.
- Staff induction includes an awareness of the importance of confidentiality in the role of the keyperson.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. Staff personal records are kept in a secure file to ensure confidentiality.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students or volunteers are advised of our confidentiality policy and required to respect it.
- A breach of this policy can be considered to be a gross misconduct by staff, and will be dealt with accordingly under the staff grievance and disciplinary policy.
- In order to share information with outside professionals, the express permission of the parents will be sought in advance.