



CONFIDENTIALITY POLICY

The school's work with children and families will sometimes bring us into contact with confidential information. Parents/ carers and children can share information with us and be confident that the information shared will only be used for the benefit of the child. We make sure that any information shared is done so whilst respecting the privacy of the children and their parents/carers.



- We need to keep records on the children at the setting, learning journeys, personal records for children and their families, staff records
- In the child's record we keep their learning journeys, observations, photographs, and any Individual Educational Plan (IEPs)
- Only staff have access to these records
- We need to keep records of the children's, dates of birth, address, parents phone numbers, doctors details, emergency contact details, immunisation record, allergies, and religious beliefs. These are kept in the office and only the staff have access to them
- Staff will not discuss individual children, other than for the purposes of curriculum planning/group management with people other than the parents/carers of that child.
- Information given by parents/carers to the Principal will not be passed on to other adults without permission
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- Parent helpers, students on placements or other recognised courses observing in the school will be advised of our confidentiality policy and are required to respect it.

