



Confidentiality Policy

The school's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the school can do so with confidence, we will respect confidentiality in the following ways;

- Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents and carers to the school will not be passed on to other adults without permission.
- Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key worker /Nursery Manager /class teacher and the Headteacher.
- Students on recognised courses observing and any visitors or volunteers in the school will be advised of our confidentiality policy and required to respect it.
- Issues to do with the performance and employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Under no circumstances should a member of staff discuss management decisions, policy or pay in front of parents, pupils and members of the public.
- Staff are asked to respect that office files, filing cabinets and computers contain confidential information and should not be accessed without the prior permission of the Headteacher,
- All office computers should be password protected.
- Breach of confidentiality will result in a written warning from the Headteacher or the Chair of the Trustees.

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

Signed

Date: