



Confidentiality Policy

Our work with children and families will bring us into contact with confidential information. We keep records on each child including the name and address and date of birth of the child and the contact details of parents and carers, plus emergency contacts.

To ensure that those working within Little and School and early Years can do so with confidence, we will respect confidentiality in the following ways:

- Parents have ready access to the Learning Journeys, Profiles and developmental files and records of their own children but do not have access to information about any other child.
- If parents require access to their child's personal files a request must be made in writing to the Head of Pre-Prep or Nursery Manager.
- All personal information on children is kept in a secure filing cabinet, in the Admissions Office for EYFS and in the storeroom in Little School for Fledglings and Owlets.
- Child protection issues are highly confidential and are referred immediately to the Designated Safeguarding Lead (DSL).
- Any anxieties/evidence relating to a child's personal; safety and welfare will be kept in a confidential file in the Head of Pre-Prep's office. There is a separate central file for safeguarding issues which only the DSL and DDSLs have access to.
- Children's learning journeys are only shared with the child's parent or carer; information about children is never shared with other parents whether in writing or in the course of a conversation.
- Information given by parents/carers to Little School or EYFS will not be passed on to other adults, including professionals who may work with the child, such as Speech Therapists or Early Years' Advisors, without the permission of the parents.
- Staff complete their key children's learning journey records on the premises.
- Staff are made aware on their induction training that confidentiality is essential and given our procedures to read.
- The setting takes account Data Protection rules when disclosing records that refer to 3rd parties.

Staff

- Issues relating to the employment of staff whether paid or unpaid will remain confidential to the people directly involved.
- All personal information on staff, including copies of contracts is kept in secure personnel file in a restricted area of the school server. Access to these files is restricted to the Headmistress and the Bursar.

- Students attending Little School or EYFS for training, or any cover workers, are advised of our Confidentiality Policy and will be required to follow it.

Reviewed: Autumn 2020

Next review date: January 2022

To be reviewed by: Head of Pre-Prep and Nursery Manager