



## CONFIDENTIALITY POLICY

Our work will 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:

- i. Parents/ carers will have ready access to files and records of their own children - but not any other child.
- ii. Staff will not discuss individual children with people other than the parents/ carers of that child.
- iii. Information given by parents/ carers to staff will not be passed on to third parties without parents' permission.
- iv. Personnel issues will remain confidential to the people involved.
- v. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the school except for the child's class teacher and Child Protection co-ordinators
- vi. Any confidential information disclosed by a child which has any bearing on that child's or another child's safety will be passed on to appropriate people. It will be made clear to the child that we are unable to keep such information secret.
- vii. The school will comply with all requirements of the Data Protection Act.

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