

Cottesbrooke Infant & Nursery School

Confidentiality Policy for Staff, Governors & Students

Statement of intent

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

Aims

- At Cottesbrooke Infant & Nursery School we aim to ensure that school is a 'confidential, safe place' for children and their carers in line with the aims of 'Every Child Matters'.
- 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.
- All staff and students can be secure that their personal information is confidential and will only be shared with persons on a need-to-know basis.
- The school is registered under the Data Protection Act, the Head Teacher being the Data Controller.

Methods

To ensure that all those attending, using and working at Cottesbrooke Infant & Nursery School can do so with confidence, we respect confidentiality in the following ways:-

- Staff, governors, students and parents working or helping at our school will not discuss personal information given by parents or disclosed by a child with other members of staff, except where it affects planning for the child's needs. Staff and student induction includes an awareness of the importance of confidentiality.
- No personal information should be discussed with any person outside school or included in any course work, assignments or research which would identify the child or their family.

- Parents may have ready access to the files and records of their own children but do not have access to information about any other child
- 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 whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on placement or training, when they are observing in the school, are advised of our confidentiality policy and required to respect it.
- Parents' permission will be sought before publishing any photographs identifying individuals or groups, whether for any printed matter or for school website.
- In the event that there is a safeguarding issue this information could be shared with outside agencies.

All the undertakings above are subject to the paramount commitment of the school, which is to the safety and wellbeing of the child.

This policy should be read in conjunction with the school's Anti-bullying Policy, Health and Safety Policy and Safeguarding Policy. The school's Designated Teacher for Safeguarding is the Inclusion Leader.

I have read and understand the Confidentiality Policy of Cottesbrooke Infant & Nursery School.

Signed _____ Date _____

Name _____