

## Confidentiality Policy - linked GDPR

To be reviewed Bi-Annually.

Policy Agreed May 2018. To be reviewed May 2020.



### Aim

The aim of Everton Nursery School and Family Centre is to value and respect issues of confidentiality for all families accessing all areas of the school's/centre's provision.

### Keeping Records

A range of records are kept in both the Headteacher's/Head of Centre's office and Early Intervention Co-ordinator's office. Children and staff's records are kept in a locked filing cabinet in the Headteacher's/Head of Centre's office. Authorisation of medication forms and emergency contact information are stored in the school/centre reception area. Each family worker in the child's room also keeps information about the child's development. Each child also has their own individual record of achievement in their room.

### Sharing Information

The policy of the school/centre is that parents/carers will have 'open access' to information kept about their own child only. Information given by parents/carers to the Headteacher/Head of Centre will not be passed onto other members of staff without permission.

Staff members are required to maintain respect for and strict confidentiality of information conveyed to them by parents/carers or other professional colleagues. Staff are asked not to discuss individual children other than for the purpose such as curriculum planning/evaluation of observations, with other staff team members for planning purposes. The need for keeping confidentiality about children inside and outside of the school/centre will also be shared with students and volunteer helpers to the school/centre. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

However, parents/carers are made aware that the school/centre has a duty of care to ensure the welfare of all children in the school/centre. This is outlined to parents/carers on their first visit to the school/centre and in the school/centre information booklet. If any staff member has any concerns about a child's welfare they will fully discuss the issues with the Headteacher/Head of Centre or member of the leadership team who will discuss the issues with the parent/carer. Parents/Carers are made aware that if the Headteacher/Leadership Team are

concerned about the information shared with the Parent/Carer about the child's welfare that the school/centre has a responsibility to share the information with other professionals such as Social Services or health agencies if needed. This is in line with the school's/centre's child protection and safeguarding policy and E-Safety policy.

This policy was reviewed by a group of four Governors on behalf of the Personnel, Finance and Resources Committee on Monday 21<sup>st</sup> May 2018 on behalf of Everton Nursery School and Family Centre Governing Body.