

The Avenue Pre-Preparatory School and Nursery

Information Sharing and Confidentiality Policy

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Rationale

Our work inevitably involves access to information relating to the children in our care and to the staff at the School. The school will ensure that all information and data will be handled with care and sensitivity in full compliance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR 2018).

Principles

The principles on which the school will operate are as follows:

Lawfulness.

Fairness and transparency.

Data minimisation.

Purpose limitation.

Accuracy.

Storage limitations.

Integrity and confidentiality.

In order to provide assurance that the school will always handle sensitive information with care in accordance with these principles the following policy on confidentiality is implemented across the whole school.

The aim is to ensure that all Parents of children at the School and staff working in the school can be have confidence in the way the school will always respect confidentiality.

- Parents/carers will have access to files and records of their own children in line with a protocol which promotes security and accuracy of information and data. The protocol excludes access to information or data pertaining to other children in then school which will be kept confidential.
- Staff will not discuss individual children with people other than staff at the School and parents/carers of that child without full and prior approval from the parents (for example, Speech and Language and Occupational Therapists)
- Information given by parents/carers to staff will not be passed on to third parties without prior approval from the parents/carers.
- Personal issues will remain confidential to the people involved.
- The school will operate an 'exceptional' approach to the disclosure of information or data based on the school's statutory duties with regard to keeping children safe and protecting them from harm. Exceptional circumstances are set out below:

Exceptional circumstances

1. Where the school has identified a significant safeguarding or child protection concern it is duty bound to refer the matter to children's services and/or the Designated Officer (LADO) and/or the Police (where it is felt a crime has been committed). In these circumstances the school will provide information in line with statutory guidance as set out in *Keeping Children Safe in Education (September 2023)* and the advice given by children's' service, the Police or the Designated Officer (LADO). Further information and is available in the school's policy for Child Protection/Safeguarding (2023)

2. As part of inter-schools' communications and in line with statutory duties to track children in education it is normal practice for this school to be contacted regarding a pupil where their parents are making an application for a place in that school. In this instance, the school will complete references and share information and data on an individual child basis. The Principal or her nominee will conduct the communications with the Head/Headmistress of the School requesting the reference. At all times the principles for sharing or disclosing information or data as set out in this policy, will be applied, in compliance with the requirements of GDPR. It will be part of the school's contract with parents that such inter-schools' communications will be permitted.

Concerns

If there are any concerns regarding the use of confidential information or data in the school contact must be made, in the first instance, with the Principal who will investigate the concerns and whether there have been breaches of this policy. Parents will be entitled to use the schools' complaints policy if they feel this is necessary after initial investigation by the Principal. Please see complaints policy held on the school's website.