

# Avenue Pre-Preparatory School and Nursery

## Confidentiality

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Authorised by Mary Fysh, Principal and Sarah Tapp, Head

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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. Much of this information is confidential and requires to be handled with great sensitivity and care. The school will also comply with data protection requirements and adhere to relevant and current codes of good practice.

In order to provide assurance that the school will always handle sensitive information with care the following policy is developed: -

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 ready access to files and records of their own children – but not that of any other child.
- Staff will not discuss individual children with people other than staff at the School and parents/carers of that child without 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.
- Personal issues will remain confidential to the people involved.

## The only exceptions to the above are:

- when the school has identified a child protection concern and is duty bound to refer the matter to children's services or the Designated Officer (LADO). In these circumstances the school will provide information on the basis of the guidance given by children's services or the Designated Officer (LADO).
- Schools contact us regarding a pupil who is being considered for a place. In this instance, we will complete references when requested and discuss individual children with the head/headmistress of the School requesting the reference, if required.

The school will comply with all requirements of the Data Protection Act. Parental approval for contact details to be used in the course of the school activities will be obtained when a child first joins the School.

## Concerns

If there are any concerns regarding the use of confidential information 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.