

Confidentiality Policy

Purpose

- To ensure that parental sensitivity to privileged information is respected.
- To avoid causing embarrassment to family and children.

Responsibility

- The Head Teacher will ensure that only required information is passed to authorised people both internally and externally.

Procedure

- Information given by parents must be kept confidential.
- Any information that is given by the parents / carers to any member of staff will not be passed on to other adults.
- All staff shall be advised of our confidentiality policy and will be required to respect it.
- All information relating to child protection shall be treated as strictly confidential.
- Parents have the right of access to the files and records of their own children but will not have the right of access to information about any other child.
- All information regarding complaints or discipline shall be kept confidential.

Documentation

- None