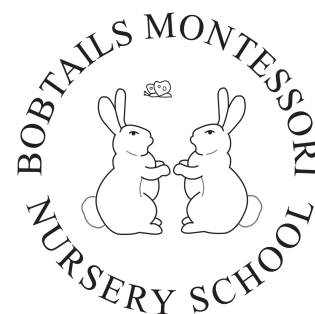


CONFIDENTIALITY POLICY



The nature of our work will sometimes involve us in information of a confidential nature. It is necessary to protect the privacy of children in our care and a legal requirement exists to ensure that information relating to children is handled and stored in a way that ensures confidentiality.

Parents and carers must be allowed access to all records regarding their child as long as no relevant exemptions apply under the Data Protection Act. Certain information must be recorded and retained for children in our care. This includes full name, date of birth, name and address of parents, information about any person with parental responsibility with whom the child normally resides, emergency contact details.

Confidentiality will be respected in the following ways:

- All files and records for the children will be kept in a safe and secure place. Parents will have access if required to their own child's records but access to any other child's file will be refused.
- All data is held in accordance with the Data Protection Act 1998 and is retained or destroyed periodically with reference to Ofsted and Education Authority timescales.
- All members of staff, visitors and students will be advised of our policy and be expected to adhere to it.
- Staff will only discuss individual children's progress with parents or guardians of that child.
- Unless the health or welfare of a child appears to be at risk, all information received by staff will be treated with the utmost confidentiality.
- All relevant staff will be made aware of any concerns or evidence concerning the personal safety of a child.
- The above policy is subject to our primary responsibility, which is to the safety and well-being of every child.

(Reference Safeguarding Children Policy and Child Protection Policy)

