



Confidentiality Policy

Reviewed by:	Nurette Stanford - Bursar	September 2024
Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
Next Review Date:	September 2025	

Statement of Intent

It is our intention to respect the privacy of children and their parents / carers, while ensuring that they access high quality early years care and education in our setting.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

We keep two kinds of records on children attending our setting:

- Developmental records
 - These include samples of the children's work, development records and records of achievement.
- Personal records
 - These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child an ongoing record of relevant contact with parents, and observations by staff on any confidential mater involving the child, such as developmental concerns or child protection matters.
 - These confidential records are kept secure by the person in charge in an office or other suitably safe place.
 - Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.
 - Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

Other records

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.



Consent Forms

Consent forms are available on My School Portal in electronic format. Parents are expected to complete these forms for:

- Consent to take pictures and appear in marketing materials or school communications
- Consent to travel on school coaches
- Consent to attend school outings or go to park play (specific consent may be required for certain trips)
- Consent to allow my child to be taken by a member of Eaton Square School staff to the nearest Accident and Emergency Unit, to be examined, treated or admitted as necessary, on the understanding that their parents have been informed and they or a designated guardian are on their way to the hospital.