

# King Henry VIII Preparatory School

## EARLY YEARS Confidentiality Policy

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. This may be done in written or verbal form through the key person system or the Head of Early Years.

To ensure that all those using and working in the nursery setting can do so with confidence, we respect confidentiality in the following ways.

- We ensure that all staff understand the need to protect the privacy of the children in their care and provide an area where staff may talk to parents/carers confidentially. We check whether parents regard the information they share with us to be regarded as confidential or not. Staff will only discuss personal information given by parents with other members of staff (other than the Head of Early Years) on a 'need to know' basis.
- All personal information is kept in a locked cabinet in the office to which only the Head of Early Years has keys.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. The Head of Nursery and Deputy Head (Pastoral) are the DSLs for the Early Years.
- Pastoral and academic files are kept in locked cabinets to which only Nursery or Reception Staff have access. Parents may request to see files relating to their child's development.
- Staff Appraisals are conducted every two years and any discussions that take part in this time are kept confidential between the staff member and the management team. Staff can request a different member of the Management Team to conduct their appraisal than the one allocated by the SMT.
- Staff are aware they may approach the Head of Early Years or the Deputy Head if they have concerns about another member of staff and that these concerns will, if the situation allows, remain confidential.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person and staff are given a copy of this policy to adhere to.

This policy should be read with reference to the "CHILD PROTECTION Procedures and Advice for King Henry VIII Preparatory School, including the EYFS".

October 2015

Review date October 2016