



CONFIDENTIALITY POLICY

It is the intention of Colston Bassett School to respect the privacy of children and their parents and carers, while ensuring that they access a high quality education in our school. 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 education and welfare of their children.

- Confidentiality is maintained at all times within school and by all members of staff. Information concerning children and their parents is never discussed outside the school to anyone.
- All information provided by parents concerning their child is held confidentially at the school.
- Parents' personal information is kept confidential at all times, and never divulged to anyone.
- Each staff contract will have a confidentiality clause drawn into it, and is signed by staff members. The contract states that staff members must not divulge or communicate to any person (other than with the express permission of those with appropriate authority) any of the trade secrets, policies, development plans or any other confidential information concerning the affairs of the school or its staff, pupils or parents, whether acquired before or after the date of their contract, and this restriction continues to apply if their employment is terminated. Staff induction includes an awareness of the importance of confidentiality.
- Information shared by parents with staff members regarding their child is passed to other staff on a 'need to know' basis.

We keep two kinds of records on children attending Colston Bassett Preparatory School:

Developmental/Assessment records and school reports

These are kept in the school office and can be accessed, and contributed to, by staff, and the child's parents.

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 from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Child Admission forms containing emergency contact numbers and health information are stored in the school office and on ScholarPack, both of which staff can access quickly.
- Parents will be asked to sign a 'Standard Photography, Video and Voice Consent Form' when their child enrolls. This ensures that Colston Bassett School respects the wishes of parents with regard to the use of images of their child/ren on publications and promotional materials. This form will be kept in the child's personal file.
- Parents can access the files and records of their own children but do not have access to information about any other child.
- All personal records are stored securely in each child's personal file in the filing cabinet and in files on the shelves in the school office. All this information is also available on ScholarPack.

Other records

- Issues to do with the employment of staff remain confidential to the School Directors.
- Students who are training, and when they are observing in the school, are advised of our confidentiality policy and required to respect it.

POLICY LAST REVIEWED:
OCTOBER 2019