

Wharfedale Montessori School & Wharfedale Babies

CONFIDENTIALITY POLICY

Date created: September 2011

Person Responsible: Principal

Review period: Annually

Last reviewed
& adapted: May 2017

Last re-written:

Next due for review: May 2018

Aim of Policy:

The aim of this policy is to reassure parents of our awareness of the need for professional behaviour regarding confidentiality in our practice.

We fully respect the need to protect our children and parents regarding any and all confidential information within current legal parameters and data protection legislation.

Procedures:

All staff are trained in understanding the need to treat information given to us by parents/carers as confidential unless otherwise stated.

We never give out names and addresses of members of the school or nursery community to other parents or anyone else without gaining written permission.

Any documents relating to children or staff holding personal information and naming them are in files kept in the school office.

Records: The children's schoolwork and developmental progress records do have the child's name on them but not the address. These records are progressive in context and either entered onto our digital record system "My Montessori Child" in Children's House or written up daily and weekly in paper format in the Primary class and baby Nursery as such they need to be in the classrooms as the teachers refer to them and write them up on a daily basis recording what new work each child is doing. All paper records are kept in lever arch files and stored on the teacher's station or in the classroom. The digital records are kept on I pads. Neither format is available to anyone other than each child's parents and the staff team. Parents are invited and encouraged to view their own child's files or work on request and after parents' evenings. Each Parent in Children's House has constant access to their child's digital record. No visitor has access to records as they are always accompanied by a staff member.

EDD/SEND children:

All review information, records of discussions with other professionals and reports etc. are kept in the Principal's office in a locked filing cabinet, along with the log containing other sensitive and confidential information concerning the children's behaviour. Please see our separate Behaviour and Discipline Policy and our EDD/SEND Policy. The Baby nursery has its own confidential information file kept in the staff room and securely locked. The Manager has key access.

Safeguarding/Child Protection:

As stated clearly in our Child Protection and Safeguarding Policy, there may be very rare occasions where because of child protection issues we may feel we have to inform either Children's Social Care representatives (formerly 'social services') or the Police. Luckily this would only ever be in an extreme and very rare situation within the setting. Child protection is taken very seriously by all of us and all staff are trained to spot any signs of a wide range of forms of abuse.

Computers:

All of the computers used for school business are password protected.

Personal data is held electronically in the form of pupil names, addresses and medical information on the School's Superfox database only for the purpose of communicating with North Yorkshire County Council in respect of early years funding requirements. The database is held on one School laptop which is password protected and access to its use is restricted to office staff who have been trained in its use. Parent details in the form of email addresses is held electronically but only for the purpose of communicating with parents.

We do not hold other pupil information of a personal nature on computers. All registration documents with personal details are kept in files and stored in the Principal's office at the School site. At Wharfedale Babies the registrations with personal details are stored in files kept in the main nursery room. The public only have access to the room when accompanied by a member of staff.

All children's records which have not been passed on to their next school, are archived for three years.

Staff DBS checks:

All staff when recruited, undergo full enhanced Criminal Records checks (DBS). Information related to these, including the certificate number and the date of issue, is entered with personal details when received and placed in the Single Central Register files held in the School office.

We notify Ofsted of any:

- change in the address of our premises;
- change to our premises which may affect the space available to us or the quality of childcare we provide;
- change to the name and address of our registered provider, or the provider's contact information;
- change to the person managing our provision;
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014).

Review of Policy:

This Policy will be reviewed annually.