



## Longacre School EYFS Confidentiality Policy

*Policy reviewed: March 2022*

*Policy to be reviewed: March 2023*

Our work with children and families will bring us into contact with confidential information. We keep records on each child including the name, address and date of birth of the child and the contact details of parents and carers plus emergency contacts.

To ensure that those working within the Early Years can do so with confidence, we will respect confidentiality in the following ways:

- Parents have ready access to records of their own children on Tapestry, but do not have access to information about any other child.
- If parents require access to their child's personal files a request must be made in writing to the Head of Pre-Prep, with responsibility for Early Years.
- All personal information on children is kept in paper form in a locked cabinet, in the Registrar's office and electronically on the school's pupil database, Engage which is password protected and secured by anti-virus software and a fire wall
- Child protection issues are highly confidential and are referred immediately to the Designated Safeguarding Lead (DSL).
- There is a separate central file for safeguarding issues which only the DSL and Deputy DSL have access to. These files are regularly monitored by the Head.
- Staff will not discuss individual children, other than for purposes of curriculum planning and group management with other staff members.
- Information given by parents/carers to the Early Years staff will not be passed on to other adults, including professionals who may work with the child such as speech therapists or Early Years advisors without permission from the parent.
- Staff complete their key children's learning journey records on Tapestry on the premises.
- Staff are made aware on their induction training that confidentiality is essential and given our procedure to read.

### **Staff**

- Issues relating to the employment of staff whether paid or unpaid will remain confidential to the people directly involved.
- All personal information on staff, including copies of contracts are kept in secure personnel files. Confidential records are kept of staff performance management and supervision meetings, again secured in a locked cabinet. Access to these files is restricted to the Head, Head of Pre-Prep with responsibility for the Early Years, and the HR and Compliance Officer. Teaching staff and Key Workers are informed about any issues relating to a member of staff in their rooms if necessary.
- All visitors to the Early Years or School for training, or any other purpose are advised of our Confidentiality Policy and will be required to respect it.

If parents/carers need to share information or knowledge they should either approach the Early Years staff or make arrangements to meet with the Head.