

Confidentiality Policy

Any information regarding your child or your family, given to us either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored securely online using Ovivio, which is not accessible to any other party.

We will strive to contact you personally regarding accidents and incidents rather than discussing them at the gate to maintain confidentiality wherever possible.

We will not discuss your child with other parents, other agencies or other settings your child attends unless we have permission from you. We will however divulge confidential information to Social Services and to Ofsted if we have any concerns that your child is at risk. Please see my Safeguarding and Child Protection Policy.

You will also potentially find out confidential information about staff and their personal lives and families during the course of our working relationship and we would be grateful if you too would respect our confidentiality and not repeat what you may have been told to other parties.

Similarly all staff personal information will be kept in confidential records unless permission is gained to share it.