



MANOR HOUSE SCHOOL EYFS Confidentiality Policy

Date of Issue: **December 2018**
Date of Review: **December 2021**
Responsibility: **Head of Early Years**

References:

Date Protection Act 2018
Date Protection Policy 2018

In accordance with the Manor House Data Protection Policy we will respect confidentiality in the following ways:

- Parents have ready access to the Learning Journeys of their own child but not any other child.
- If parents require access to their child's personal files a request must be made in writing to the Head of Early Years.
- All personal information on children is kept in a locked cabinet, in the KS1 office
- Child protection issues are highly confidential and are referred immediately to the Designated Safeguarding Lead (DSL)
- Any anxieties/evidence relating to a child's personal safety and welfare will be kept in a confidential file, in the Head's office.
- Children's learning journeys are stored in their individual rooms and electronically on the Tapestry online platform. Information is not stored onto Tapestry without the parents written consent.
- Each parent who wishes to access a Tapestry account needs to sign an individual disclaimer to agree to their children being photographed for the observations and agreeing to refrain from displaying any photographs of other peoples children onto social media
- Learning Journals and books will only be shared with that child's parents or carer. Information about children is never shared with other parents, whether in writing or in the course of a conversation.
- Staff will not discuss individual children, other than for purposes of curriculum planning and management of the class.

- Information given by parents/carers to the Early Years 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

- Staff are made aware via the Staff handbook and their induction sessions that the confidentiality of information is paramount at Manor House School and in the Early Years department.
- Confidential records are kept regarding staff performance and supervision meetings, secured in a locked cabinet in the HR office.
- Access to these files is restricted to the Headteacher, Head of Early Years (with the Head's permission), and the HR and Compliance officer.
- Teaching staff and the Key Person are informed about any issues relating to a member of staff in their rooms if necessary.
- Students attending the Early Years or School for training, or any cover workers are advised of our Confidentiality Policy and will be required to respect it.
- Work experience students, volunteers or graduate students are required to sign a confidentiality form before commencing their sessions.
- If parents/carers need to share information or knowledge they should either approach the staff or make arrangements to meet with the Head of Early Years

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