

## **CONFIDENTIALITY POLICY**

The Governors, Headteacher and Staff of Greatstone Primary School and Nursery ensure confidentiality by taking the following steps:

- Parents/carers will have access to records of their own children, but will NOT have access to information about any other child
- Members of Staff will NOT discuss individual children, except for the purposes of curriculum, behaviour and management planning, with people other than the parents/carers of that child.
- Information given by parents/carers to the Headteacher, Class Teacher, Nursery Team Leader or any other member of staff will not be shared with other adults, without permission unless extenuating circumstances ensue.
- Any anxieties or evidence relating to a child's personal safety will be recorded and kept confidential. Access to this information will be restricted to the Headteacher or any member of Staff designated by the Headteacher and the Chairman of the Personnel Committee if appropriate.
- Students and work experience placements, or others observing in the School or Nursery will be advised of the Confidentiality Policy and required to respect it.

## **PHOTOGRAPHS OF CHILDREN**

On occasions photographs will be taken within the normal day-to-day activities in the School or Nursery. Occasionally these photographs may be shared with others or displayed within the School.

Where photographs of children may be viewed by outsiders, i.e. on the website or in the local press, names of children will not accompany photographs.

All parents/carers will be asked to sign or decline their permission for photographs to be taken and used only in conjunction with School or Nursery matters

