

Confidentiality Policy

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Annette Elstob: **September 2021**

Next date of Annual Review: **July 2022**

Signed:



In working with children and their families at Rolfe's Nursery School we will become privy to a variety of confidential information. At Rolfe's Nursery School we respect and attach great importance to confidentiality.

1. Staff will not discuss individual children with anyone other than their colleagues.
2. Parents will have ready access to the files and records of their own child but will not gain access to information about any other child in the school.
3. Information given by parents or nominated carers to the Headmistress or staff will not be passed on to other parents, without permission.
4. Issues to do with the employment of staff will remain confidential to the people directly involved and with the Alpha Plus Group human resource department.
5. Any issues relating to safeguarding issues are maintained in MYCONCERN a secure, digital platform and shared with relevant DDSLs.
6. Staff must be aware that some high-profile parents at Rolfe's Nursery School may attract media attention.
7. Staff must never speak to the press or disclose any information about a family connected to the school. (Please refer to the Alpha Plus Group Public Media Policy). High-profile parents, children or families attending Rolfe's Nursery School must be treated in exactly the same way as all other families and not be made to feel different.
8. Staff must respect their colleagues' right to privacy and not pass on personal information without permission to do so. The home address and telephone number of staff must never be given out to parents or nominated carers.
9. All staff must uphold confidentiality and act with professionalism and integrity at all times.

This policy should be read in conjunction with the Alpha Plus Group GDPR, Policy and Procedure.