

Confidentiality Policy

During the time your child is at Gan Alon our work will bring us into contact with confidential information about your family. To ensure that all those using and working in the school can do so with confidence, we will respect your confidentiality in the following ways:

Personal records – These include registration and admission forms, correspondence concerning the child or family, observations, minutes from meetings, ongoing record of relevant concerns made by staff and are of a confidential nature. These records are stored in a secure place by the person in charge in the office.

Staff will not discuss particular situations of individual children, other than for the purpose of curriculum planning and group management with people other than parents/carers of that child.

- Issues involving employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the school except with the child's keyworker, Manager and Area Senco.
- Trainee teachers and students will be advised of our Confidentiality Policy and asked to respect it.

Developmental records – These include observations of children, photographs and samples of their work and developmental reports. These are kept in the classroom and can be freely accessed and contributed to by staff, the child and the child's parents.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Date to be reviewed

Signed by the Manager

Role of counter-signatory (eg. Chair,
Director or Owner)
