

# GLENCORSE PRIMARY SCHOOL

*'A small school building big dreams'*

## Confidentiality Policy

We at Glencorse Primary School, recognise that children and parents have a right to expect that confidentiality be maintained.

We will respect confidentiality in the following way:

- Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than parents or carers of the child.
- Information given by parents/carers to staff at the school will not be passed on to other adults without permission.
- Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties or evidence relating to a child's personal safety will be kept at the head teacher's discretion.
- Students on courses involving visits to the school will be advised of the confidentiality policy and will be required to respect it. They must also complete Pupil or Student Work Experience Placement Indemnity Against Breach of Confidentiality Form.
- Parents must be consulted before referral to other agencies if there are concerns about a child's development.