



# Nottingham Nursery School & Training Centre

## Confidentiality Policy

### September 2020

Confidentiality is very important and must be upheld at all times by all staff, students, governors and other visitors to the school.

All information and issues which are discussed with, or overheard, between students and/or members of staff must be kept confidential. This is especially the case of conversations in the staff areas.

Children are never to be discussed with parents other than their own, or in front of other parents.

Staff and students must ensure their comments about children, cannot be inadvertently overheard by others.

Child protection matters must be kept strictly confidential and only discussed with the Headteacher or other Designated Senior Person.

Problems with, or comments about staff or their practice, must only be discussed with the person concerned, or with the Headteacher.

Children's records and other written information about children is also to be kept confidential. Staff and students must be aware that parents have the right to see whatever is written about their child, giving school written notice in advance.

This policy will be reviewed every 3 years.