



Confidentiality Policy



The setting recognises that children and parents have a right to expect that confidentiality be maintained.

We follow Highland Council policies and procedures for Child Protection. However if a child protection situation arises, this policy and its procedures will take precedence over confidentiality.

To ensure that all those working at Keiss Primary can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers 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, before seeking permission from parents or carers of the child
- Information given by parents/carers to staff at the setting 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 securely stored in a confidential file at the discretion of the head teacher/manager
- Students, volunteers and parents/carers will be advised of the confidentiality policy and will be required to adhere to it in the school, playground or whilst on any outings
- Parents/carers must be consulted before referral to other agencies if there are concerns about a child's development

Signed

Dated