



# COLSTON BASSETT PREPARATORY SCHOOL

~ INDEPENDENT SCHOOL FOR CHILDREN AGED 4-11 YEARS ~

# Confidentiality Policy

**Colston Bassett Preparatory School** School Lane, Colston Bassett, Nottingham NG12 3FD  
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Colston Bassett School Limited Registered in England (No.6077784) Registered Office: 51 Lincoln's Inn Fields, London WC2A 3NA  
Headteacher: **Mrs J. Hunt** (Cert. Ed.) Directors: **Mrs L. Miller, Mr J. Miller, Mr M. Willmott**



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## Confidentiality Policy

It is the intention of Colston Bassett School to respect the privacy of children and their parents and carers, while ensuring that they access a high quality education in our School. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the education and welfare of their children.

- Confidentiality is maintained at all times within the School, and by all members of staff. Information concerning children and their parents is never discussed outside the School to anyone.
- All information provided by parents concerning their child is held confidentially at the School.
- Parents' personal information is kept confidential at all times, and never divulged to anyone.
- Staff contracts have a confidentiality clause drawn into it, and is signed by staff members. The contract states that staff members must not divulge or communicate to any person (other than with the express permission of those with appropriate authority) any of the trade secrets, policies, development plans or any other confidential information concerning the affairs of the School or its staff, pupils or parents, whether acquired before or after the date of their contract, and this restriction continues to apply if their employment is terminated. Staff induction includes an awareness of the importance of confidentiality.
- Information shared by parents with staff members regarding their child is passed to other staff on a 'need to know' basis.

We keep two kinds of records on children attending Colston Bassett School:

### **Developmental/Assessment records and school reports**

- These are kept in the School office/staff room and can be accessed, and contributed to, by staff, and the child's parents.

### **Personal records**

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters. These records are stored in each child's personal file in the cabinet in the School office.
- Child Admission forms containing emergency contact numbers and health information are stored in the School office where all staff can access them quickly.
- Parents can access the files and records of their own children but do not have access to information about any other child.

### **Other records**

- Issues to do with the employment of staff remain confidential to John and Liz Miller and Mark Willmott.
- Students who are training, and when they are observing in the School, are advised of our confidentiality policy and required to respect it.