



**ST BERNARD'S
PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

CONFIDENTIALITY POLICY

ADVENT 2018

St Bernard's Preparatory School

EYFS CONFIDENTIALITY POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

AIMS

To ensure that all those using St Bernard's Preparatory School Early Years Foundation Stage can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records for their own children but will not have access to information about any other child.
- Staff, volunteers and students on placement will not discuss individual children other than purposes of curriculum planning/group management, with people other than parents/carers of that child.
- Information given by parents/carers to the staff will not be passed on to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared with appropriate staff. It will only be shared with others when it is felt necessary (safeguarding the child). Only those staff that 'need to know' will be informed. The staff concerned will share the responsibility of keeping this information confidential.
- Work-placement students attending the setting will be advised of our confidentiality policy and will be required to follow the guidelines laid down.

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

This EYFS Policy is in addition to the Confidentiality Policy adopted by the whole school.

Availability:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____