



**Bognor Regis**  
Nursery School



Chichester  
**Nursery School**



**Boundstone**  
Nursery School



## **Confidentiality Policy**

### **Aims of the Policy**

To protect the child at all times, to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the Nursery School which is understood by pupils, parents/carers and staff and volunteers.

### **Child Protection, Safety and Security**

At Chichester, Bognor Regis and Boundstone Nursery Schools we recognise that there are some instances when confidentiality will need to be broken. Examples of these are below:

- Where there is risk of serious harm or threat to life
- Where urgent medical treatment is needed
- Where a serious crime has been committed
- Where the use or supply of illegal drugs is involved
- Where it is felt that an issue has a racial motive

### **General Guidelines**

- All information about individual children is private and should only be shared with staff that need to know
- Staff will not discuss personal information given by parents with other members of staff, except where it will support the staff team in meeting the child's needs
- Parents have the right to access the files and records of their own children but do not have access to information about any other child
- Parents should not have access to any other child's Portfolios, Learning Journals or progress documents at any time, especially at parents evening
- However parents should be aware that information about their child will be shared with the receiving school when they change school
- Parents and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report Child Protection issues
- Child Protection Officers/Designated Safeguarding Leads and their Deputies are as follows for each school:

|   | <b>Bognor Regis</b>   | <b>Boundstone</b>                                     | <b>Chichester</b>   |
|---|---|---|---|
| <b>Child Protection Officer/ Designated Safeguarding Lead</b> | Alison Stead -<br><i>Head of School</i>                     | Kate Wollaston -<br><i>Head of School</i>             | Clare Blanchard -<br><i>Head of School</i>                  |
| <b>Deputy Designated Safeguarding Leads</b>                   | Janine Clark -<br><i>Orchard Room<br/>Lead Practitioner</i> | Leonie McBride -<br><i>Daycare Lead</i>               | Emma Brennan -<br><i>Up to 3s'<br/>Coordinator</i>          |
|   | Sarah Powell -<br><i>Orchard Room<br/>Senior Key Carer</i>  | <i>Debbie Garnham-<br/>Nursery School<br/>Teacher</i> | Kirsty Scott -<br><i>Up to 3s' Senior<br/>Nursery Nurse</i> |
|   |   |   | Sarah Melville -<br><i>Up to 3s' Baby<br/>Room Lead</i>     |

- Safeguarding procedures are reviewed regularly and are shared with all staff, students and volunteers
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file, which may be via a secure electronic app, and are shared with as few people as possible on a professional basis
- The schools encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents. The Each school would share with parents any Child Protection disclosure before going on to inform the correct authorities – unless this would put the child at further risk

### **Child Protection, Safety and Security**

- Chichester, Bognor Regis and Boundstone Nursery Schools prides itself themselves on good communication with parents, and staff are always available to talk to both children and parents about issues that are causing concern
- Staff are aware of the need to handle PSE and other sensitive issues with care, whether this is on an individual or group level
- Chichester Bognor Regis and Boundstone Nursery Schools is are proactive so children feel supported but information is not unnecessarily revealed in a public arena
- Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further
- Staff should be aware of children with medical needs and where to find further information if needed
- All parents are asked to give signed permission for using pupil photographs. An up-to-date list is held in the office and relevant names are given to individual Keyworkers/Key Carers
- Chichester Bognor Regis and Boundstone Nursery Schools allows parents to photograph / film school public events (e.g. performances / sports events) on the understanding that parents should try to limit their focus to their own child wherever possible and that this must never be shared on Social Media. The Head of School teacher will share this information with parents/carers at all Nursery events
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and Social Services minutes of meetings and reports are filed in a secure location, which may be via a secure electronic app,
- Health professionals have their own code of practice dealing with confidentiality

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

### **The Role of the Governing Body**

Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, pupils or parents. Decisions reached at Governors' meetings are made public through the minutes, except confidential items which are not a public record. Governors exercise the highest degree of prudence when discussion of sensitive issues arise outside the Governing Body.

*Note: This policy is to be read alongside the West Sussex Model Confidential Reporting Policy.*

**Date:** Spring 2023

**To be reviewed:** Spring 2024