**ONE INTERNATIONAL SCHOOL CONFIDENTIALITY POLICY**

ONE I.S. staff working with the children and families will sometimes come into contact with confidential information.

* Information given by parents/carers to the class teachers will not be passed onto any other adults without permission unless safeguarding issues are raised which override confidentiality concerns.
* Staff will not discuss individual children, other than for purpose of the curriculum, planning or group management.
* Parents will have access to the files and records of their own child.
* Issues to do with the employment of staff will remain confidential to the people directly involved with making personnel decisions.
* Any anxieties/evidence relating to a child’s personal safety will be kept by the Designated Safeguarding Lead (S. Bentley) in a confidential file and will not be shared within the group, except with the class teacher and Head Teacher.

To ensure that all those using and working in ONE I.S. can do so with confidence, we will respect confidentiality in the following way:

* Privacy will be given to parents when discussing any issues or concerns they may have about their children.
* Information will be shared, within the staff team, on a need to know basis.

**All ONE I.S. STAFF MUST:**

* Follow the confidentiality policy.
* Remain objective and be non-judgmental in their approach.
* Record all discussions and decisions reached.

 All the undertakings above are subject to the paramount commitment of the ONE I.S. staff and are designed for the well being of the child.