



CONFIDENTIALITY POLICY (EYFS)

Person(s) responsible for this policy		Head of Prep EYFS Class Teacher	
Last review by	H Loach P Gollob	Review date	September 2026
Date of next review		September 2027	

1. Purpose and scope

This policy sets out how the Prep (EYFS) manages confidential information relating to pupils, families and staff. It applies to all staff, supply staff, students on placement, volunteers and visitors working within the EYFS setting, and should be read alongside the Safeguarding and Child Protection Policy, the Data Protection Policy and the Photography and Images Policy.

2. Legal framework

This policy has been written with regard to the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Statutory Framework for the Early Years Foundation Stage, and Keeping Children Safe in Education 2026 (KCSIE), all of which require early years providers to keep information about pupils and families secure, and to share it only where there is a proper basis for doing so.

3. Confidentiality of pupils' records

- Developmental records are kept on all pupils and are open to parents/carers to see at any time. However, it is stressed that the information within the records *must* be kept confidential.
- Any observations or information kept by staff are *always* confidential. The only exception to this rule is where there is evidence or suspicion of abuse or significant harm to a child, or a safeguarding concern.
- Information, observations and concerns about a child should be recorded, signed and dated on CPOMS. Staff must be aware of confidential information and should only access or share it on a need-to-know basis.
- Child protection records are kept separately from general developmental and welfare records, and are subject to more restricted access, in line with the Safeguarding and Child Protection Policy.

4. Sharing information

- Information about a child may be shared with other agencies (for example the local authority, health visitors or other professionals involved with the child) where this is necessary for the child's welfare, or where the school is required to do so by law.

- When a child leaves the setting to move to another school or setting, relevant records are shared securely with the receiving provider, in accordance with the school's procedures for the transfer of records.

5. Storage, retention and disposal of records

- Confidential records are stored securely, whether on paper or electronically (including on CPOMS), and access is restricted to those with a legitimate need to see them.
- Records are retained only for as long as necessary, in accordance with the school's Data Protection Policy and retention schedule, and are disposed of securely (by confidential waste or secure deletion) once no longer required.

6. Staff conduct

- Staff must not discuss individual pupils, families or colleagues outside of the setting, including on social media, and must only access records that are relevant to their role.

7. Data breaches

- Any suspected loss, unauthorised disclosure of, or unauthorised access to confidential information must be reported immediately to the Head of EYFS or Head of Prep, in line with the school's Data Protection Policy.

8. Parents' rights

- Parents are entitled to speak to the Head of the Prep, Head of EYFS or their child's EYFS teacher confidentially at any time.
- Parents may request access to their own child's records at any time, in line with the Subject Access Request procedure set out in the Data Protection Policy.

9. Related policies

This policy should be read alongside the Safeguarding and Child Protection Policy, the Data Protection Policy, the Photography and Images Policy, and the Staff Code of Conduct.

10. Monitoring and review

This policy is reviewed annually, or sooner if there is a change in legislation, statutory guidance or school practice.