



STREATHAM & CLAPHAM PREP SCHOOL

CONFIDENTIALITY POLICY (EYFS)

Person(s) responsible for this policy		Head of EYFS	
Last review by	S Dowler	Review date	September 2023
Date of next review		September 2024	

- Developmental records are kept on all the children 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 is *always* confidential. The only exception to the this rule is where there is evidence or suspicion of abuse or significant harm to a child and child protection cases.
- Information, observation and concern about a child should be recorded, signed and dated on CPOMS. Staff must be aware of confidential information which should only be shown on a need to know basis.

Parents are entitled to speak to the Head of the Prep or lead teacher confidentially at any time.