



Confidentiality Policy

This Policy was written by the Jardin de Niños Interlingua staff in consultation with children, parents and administrators.

Aims and Objectives

This policy provides guidance and information on confidentiality procedures and policies in the school and is applicable to all staff, pupils, parents and administrators. To be accessible to all of these groups the document needs to be available on request and presented in a way that is easy to understand.

Moral and Values Framework

The Confidentiality Policy at Jardin de Niños Interlingua reflects the school ethos and demonstrates and encourages the following values:

- ☑ Respect for self;
- ☑ Respect for others;
- ☑ Responsibility for your own actions;
- ☑ Responsibility for family, friends, schools and the wider community.

Policy Statement

This school always operates in a way that respects every individual and each family's right to privacy. All of our staff, parents and visitors are therefore expected to work within the guidelines of this policy, which conforms to recent legislation and government guidelines and is in place to protect confidentiality.

In practice this means:

- ☑ making it clear that gossip is discouraged;
- ☑ keeping everything said between Parent-Teacher and Teacher-Teacher confidential;
- ☑ keeping all parent complaints confidential;
- ☑ keeping personal records of behavior for each pupil confidential;

☒ keeping pupil or family personal matters confidential;

☒ using teaching methods and the curriculum provided by the school, which implements the protection of confidentiality; and

☒ Always encouraging pupils to talk to their parents about any anxieties they may have, while at the same time offering individuals and families the support of our staff.

Assessment Confidentiality (As stated in Teacher Handbook)

Teachers provide families with a full explanation of confidentiality:

- By listing the categories of individuals who will have access to individual child screening and assessment results as well as the reasons for their access.
- By sharing regulations governing access to files and familiar rights.
- By describing the procedures used to keep individual child records confidential.
- By explaining how and why children's individual screening results and assessment information will be represented, used, and interpreted.

Maintaining Confidentiality at School

As professionals, teachers and parents need to keep all the confidential matters to themselves to protect confidentiality at school. Please report your concerns directly to the director so we can come up with a solution to any situation that requires it. This will help avoid friction or damaged relationships between the parents and the school.