

## Confidentiality Policy

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STATEMENT: Confidentiality pertaining to all school matters is of paramount importance to all who work or visit our school, and especially those who are in contact with staff and students. Due regard for the privacy and confidentiality of all, in particularly, children who may be experiencing difficulty or have a variety of learning styles.

Discussion about a child's progress should always be on a 'need-to-know' basis.

Parents' permission is sought for all correspondence about child with outside agencies.

Reports of critical incidents are made initially to Principal, who will then consult with CIMT before discussion with whole staff.

Concerns about child safety are made **ONLY** to DPP, Breda Fay

Documents regarding children's assessment, progress, or of a personal nature will be treated as confidential and stored in locked filing cabinet in Classroom, Learning Support Room, Resource Room or Admin. Office as appropriate.

Parents have the right of access to permanently held records on their child's progress by making an appointment with class teacher/principal.

Ancillary staff, Student teachers, Students on work experience, parents helping in classrooms, or any personnel who may inadvertently hear discussion on a child will be informed of the need for confidentiality

### GUIDELINES and RESPONSIBILITIES

Class teacher must discuss this policy with any volunteers they work with within the school.