

Confidentiality policy

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We have a duty of confidentiality to all the children and young people that attend sessions with Derby Forest School. Personal details and contact details are password protected or stored in a locked box and never shared without permission from parents / carers. Parents are asked permission in writing to share information with other settings that their child attends but have the option not to give this and can withdraw permission at any time. Staff are discouraged from discussing children and their families outside of the setting and are expected to ensure that any conversations they have within a work context are positive and that care is taken to only divulge information which is necessary. When accessing Tapestry on their own devices staff must ensure that these are also password protected and must take steps to protect their own passwords. We do not share information without permission, the only time this rule would be broken is in the interest of protecting children and young people as outlined in the safeguarding procedure.

We also expect that parents respect the confidentiality of other children within the setting, this includes not sharing photographs which may include pictures of children other than their own, including those published within our online system (Tapestry). We reserve the right to withdraw access to tapestry if this condition is breached.