

Confidentiality policy:

We are committed to protecting and respecting your privacy. Any medical detail collected is for the purpose of administering first aid, emergency and any medical care when necessary. We will respect confidentiality in the following ways:

- i. Parents/carers will have ready access to files and records of their own children - but not of any other child.
- ii. Tutors will not discuss individual children with people other than the parents/carers of that child.
- iii. Information given by parents/carers will not be passed on to third parties.
- iv. Personnel issues will remain confidential to the people involved.
- v. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared except on a need to know basis
- vi. Adhere with all requirements of the Data Protection Act, 1998.

Thank you

Child Prodigy