

Mill Lane Community Primary School

Forest School

**Confidentiality**

This documentation runs alongside the relevant whole school policies which can be viewed in full at <http://www.mill-lane.oxon.sch.uk/website/policies/3739>

Confidential information means information which is not trivial, and not in the public domain. The dictionary definition of confidential is ‘said or given in confidence; private; entrusted with another’s secret affairs’. Therefore, before every Forest School session begins, all adults will be briefed about the session regarding confidentiality and the expectations of children and adults.

**Data Protection**

Registers and individual medical forms will be kept by the Forest School Leader. These will be kept in a backpack and will remain there for the session unless required. After all Forest School sessions information no longer needed will be shredded or given back to the parent of the child in question.

This will be in line with the Data Protection Act 1988.

Reviewed: September 2018

Next Review: September 2019