# Balancing confidentiality with accessibility

While the information you hold on a child is confidential, it is also essential that it be shared if there is to be consistent understanding and consistent support. Balancing the two can be difficult, requiring careful thought about how staff can access the information while ensuring it is not readily available for perusal by, for example, a casual visitor to the classroom or the parent of one child spending time in the room.

In some contexts, I have observed profiles stapled to a display board and available to be viewed by anyone accessing the room. If the information is strictly limited to curriculum targets this may be fine but if it includes information about toileting, medication, risk assessment, etc. then the issue of confidentiality becomes a concern.

As mentioned in the book, a classroom file with information on all children or a file for each child will provide a wealth of information. During the course of the day, however, when reference is needed, this can be bulky and difficult to access. It is important for staff to be able to remind themselves of the communication needs and the response to anxiety.

Clipboards are a great invention! By having relevant information on an accessible clipboard, everything is at your fingertips. Use a cover sheet with only the child’s name to protect confidential information. You can include information on personal hygiene, curriculum targets, communication, behaviour plan, etc. without being seen by those who should not have access. Being able to quickly flip from one category to the next and update the notes while working 1:1 with a child or observing the child within the group keeps the profile alive. Store clipboards securely when not in use to guarantee confidentiality.

**Information on the pupil should not be stagnant. It needs to be continually updated to recognise the progress being made or to recognise new issues that have arisen. By having your documents succinctly presented and readily at hand, you and your colleagues can accurately record and take note of small steps of progress and be prepared to move the child on to further challenges.**