

ANNEXURE B: SAFEGUARDING OF DOCUMENTATION_SCHOOLS

- Copies of all professional reports are to be stored in the individual child's Learner Profile.
- Schools must ensure that they have an orderly management system in place for the securing, updating and retrieval of confidential files.
- School Principals are to ensure that all administrative staff respect the learner's confidentiality in the performance of their duties and sign a confidentiality agreement.
- Learner Profiles must be forwarded to the child's next school.