



# CONFIDENTIALITY POLICY

## AIM

To protect the child at all times and to give all governors, parents, volunteers and staff involved clear, unambiguous guidance as to their roles and to ensure good practice throughout the school.

## RATIONALE

We seek to put the child at the heart of the learning process and to provide a safe and secure learning environment. This policy seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders, and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Our School has a duty of care and responsibility towards pupils and staff. It also needs to work with a range of outside agencies and share information on a professional basis.

## OBJECTIVES

- To foster an ethos of trust within the school.
- To ensure that governors, staff, parents and pupils are aware of the school's Confidentiality policy and procedures.

## GUIDELINES

The school continues to actively promote a positive ethos and respect for the individual. The school prides itself on good communication with parents/carers. Staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

## SCHOOL ETHOS

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE session dealing with sensitive issues. Staff are aware that effective PSHE education, which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue. The school needs to be proactive so children feel supported and know that information is not unnecessarily revealed in a public arena.

Information collected for one purpose should not be used for another. All information about individual children is private and should only be shared with those staff that have a need to know. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

There is clear guidance for the handling and procedures regarding child protection incidents and all staff have regular training on child protection issues. The Head Teacher is the Child Protection Officer. Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.

## **PHOTOGRAPHY/CAMERAS**

The school gives clear guidance to parents about the use of cameras and videos during public school events. Photographs of children should not be used without parents/carers permission especially in the press and internet. At no time should the child's name be used with a photograph so that they can be identified. Permission slips, signed by parent/guardian, are completed and signed yearly.

## **PERSONAL INFORMATION**

All personal information about children including any social services records should be regarded as confidential. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated to those involved, and once read filed securely. Staff are aware of children with medical needs in their class. Logs of administration of medication to children will be kept securely.

All social services, medical and personal information about a child should be held in a safe and secure place, which cannot be accessed by individuals other than appropriate school staff. Addresses and telephone numbers of staff, parents or children will only be passed on or to a receiving school.

## **VOLUNTEERS IN SCHOOL**

Volunteers, whether students, parents or other members of the community may be privy to confidential information during time at the school. Any information provided to or shared with the volunteer, is confidential information. The volunteer should refer to the class teacher any information felt to be of a sensitive nature. The Volunteer should observe complete confidentiality at all times.

## **PARENTS MEETINGS**

Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, or marks at any time especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.

## **OTHER AGENCIES**

Health professionals have their own code of practice for dealing with confidentiality.

## **GOVERNING BODY**

Governors need to be mindful that from time to time issues are discussed or brought to their attention about individual staff, pupils or parents. All such papers should be marked as confidential. Governors must observe complete confidentiality when asked to do so by the governing body.

Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

## **MONITORING**

The Head teacher has responsibility for monitoring this policy, which will be reviewed as part of the monitoring cycle.

## **OTHER RELEVANT POLICIES**

- PSHE Policy
- Marking Policy
- Sex and Relationship Policy
- Drugs Policy
- Child Protection Policy
- Reporting of Racist Incidents Policy
- Behaviour and Discipline Policy
- Anti-Bullying Policy
- Volunteer Policy

Spring 2018

Next Review: Spring 2020