

Lainesmead Primary School and Nursery



Confidentiality Policy

Approved by *Governors*

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March2019

Signatures

Subject Co-ordinator

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Lainesmead Primary School and Nursery

Confidentiality Policy

Aim

To protect pupils at all times and to give all staff clear guidance as to confidentiality requirements as part of their roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

Confidentiality is an understanding that any information shared with someone in trust can only be passed on to a third party with the agreement of the person disclosing it.

In this policy a 'disclosure' is the sharing of any private/personal information. It is a general terms and does not just relate to child protection issues.

Rationale

Lainesmead Primary School and Nursery aims to provide a safe and secure learning environment. It seeks to adopt an open and accepting attitude towards children and young people as part of their general responsibility for pastoral care.

It is 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. The school hopes that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place in which they feel confident to discuss any difficulties occurring at home.

The school is mindful that it is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.

This school recognises the following benefits of working to a confidentiality policy:

- It highlights the importance of pupils being able to talk to adults in the school to share their problems in a safe and supportive environment.
- It safeguards the wellbeing of those involved in the disclosure of confidential information.
- It builds trust between pupils and staff.
- It empowers each pupil to exercise control over the choices that will affect their life.
- It prevents the need to deal with each disclosure as a crisis in isolation

The objectives of this policy are to:

- ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
- provide consistent messages in school regarding the handling of information about children.
- foster an ethos of trust within the school.
- reassure pupils that their best interests will be maintained.
- make it clear to pupils and parents/carers that the school cannot offer unconditional confidentiality.
- encourage children to talk to their parents and carers.
- ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- understand that health professionals are bound by different code of conduct.

- ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

Guidelines

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. 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 authorised school staff.
3. The school promotes a positive ethos and respect for the individual.
4. The school has appointed the Assistant Headteacher for Inclusion who is responsible for child protection and safeguarding as its Child Protection Officer.
5. All staff receive regular child protection and safeguarding training.
6. Staff are aware of the need to handle all issues in a sensitive and confidential manner.
7. Information collected for one purpose should not be used for another.
8. 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.
9. The school prides itself on good communication with parents and carers and 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. The school would share with parents any child protection disclosure before going on to inform the correct authorities.
10. Parents/carers and children should feel reassured that in only exceptional circumstances confidentiality will be broken.
11. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. Pupil data gathered under these categories should not identify individual children.
12. 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 such as sex and relationship and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. 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.
13. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.
14. Permission to take and share photographs of pupils is obtained from parents when the pupil starts school. Parents are able to request that photograph are not taken of their children. The school will honour this request.
15. The school gives clear guidance to parents about the use of cameras and videos during public school events.
16. Pupils are referred to on the website by their first name and the initial of their surname. Full names will never be published.
17. Information about pupils will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening.
18. Parents should be made aware that information about their child will be shared with the receiving school when they change school as part of the transition process.
19. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.
20. 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 in envelopes

and once read should be returned for secure filing under the responsibility of the Assistant Headteacher for Inclusion.

21. Logs of administration of medication to children should be kept secure
22. In all other notes, briefing sheets etc a child should not be able to be identified.
23. Addresses and telephone numbers of parents and pupils will not be passed on except in exceptional circumstances or to a receiving school.
24. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and pupils. All papers referring to staff or pupils should be marked as confidential. These confidential papers should be destroyed after reading or discussion. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.
25. Confidential minutes referring to pupils or staff should not be made public or published on the schools website.