

BROAD CHALKE CE VA PRIMARY SCHOOL

CONFIDENTIALITY POLICY

Mission Statement: With the love of God we learn, care, grow and share

Aim

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers, volunteers and staff.

Rationale

Broad Chalke Primary School has a duty of care and responsibility towards pupils, parents/carers, volunteers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

The school seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. 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.

Objectives

1. To provide consistent messages in school about handling information about children.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents/carers, pupils and volunteers are aware of the school's confidentiality policy and procedures.
4. To reassure pupils and their parents that their best interests will be maintained.
5. To ensure that if there are child protection issues then the correct procedure is followed.
6. To ensure that confidentiality is a whole school issue and that, in lessons, ground rules are set for the protection of all.
7. To ensure that parents/carers 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 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 school staff.
3. The school actively promotes a positive ethos and respect for the individual.
 - a) The school has appointed a designated person for child protection, currently the Head Teacher.
 - b) There is clear guidance for the handling of child protection incidents. See the 'What to Do' flow chart on display in the staffroom.
 - c) There is clear guidance for procedures if a member of staff is accused of abuse. See the 'Allegations against school staff / volunteers' flowchart on display in the staffroom.
 - d) Staff are aware that effective sex and relationship education, which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
 - e) Staff are aware of the need to handle issues about different types of families in a sensitive manner.
 - f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
 - g) Information collected for one purpose should not be used for another.
4. Parents/carers and children need to be aware that the school cannot guarantee total confidentiality. The school has a duty to report child protection issues.
5. The school prides itself on good communication with parents and carers, and staff are 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 unless to do so would place the child at risk of harm.

6. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. Individual children should not be able to be identified in data.

7. Child protection procedures are understood by staff and training is undertaken every two years for named staff and cascaded through staff meetings.

8. Clear ground rules must be set for any classroom work such as circle time and PSHE sessions dealing with sensitive issues such as sex and relationship and drugs. The school needs to be proactive so children feel supported but information is not unnecessarily revealed in public. Even when sensitive information appears to be widely known it should not be assumed by those involved that it is appropriate to discuss or share this information further.

9. Health professionals have their own code of practice for dealing with confidentiality. Staff should be aware of children with medical needs and that a medical needs list is accessible to staff only. Where there is a serious medical issue, information will be on display in the staffroom with the parent's permission.

10. Photographs of children should not be used without parents/carers permission especially in the press and on the internet. At no time should the child's name be published with a photograph so that they can be identified. Children's photographs should not be used in a medical room identifying their medical need without the parents consent. The school gives clear guidance to parents about the use of cameras and videos during public school events as permission is sought when children join the school.

11. Information about children will be shared with parents/carers but only about their child. However parents/carers should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children including 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 the relevant staff in school and once read should be returned for secure filing and then sent to the child's next school.

12. Logs of administration of medication to children will be kept in the medical room. However, the use of inhalers will be recorded in the class SEN file. Addresses and telephone numbers of parents/carers and children will not be passed on except in exceptional circumstances or to a receiving school.

13. Governors need to be mindful that when issues are discussed or brought to their attention about staff and children this is confidential. All such papers should be marked as confidential and later destroyed. Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, pupils or parents/carers. 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.

14. Staff meeting minutes should not name individual pupils.

15. Performance Management is confidential although governors on a pay panel may need to have access to this information to make decisions about pay.

Monitoring and Evaluation

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

Other relevant policies: Child Protection, PSHE, Personal Relationships, Governor Visits, Data Protection Policy, Staff Computer Use Policy, Esafety Policy, Staff Code of Conduct.

Ratified by FGB: March 2014,

Reviewed: January 2017

Review due: January 2020