

# MAUNDENE PRIMARY SCHOOL

## CONFIDENTIALITY POLICY



Reviewed policy:	<b>Apr 2017</b>
Policy to be reviewed again:	<b>Apr 2020</b>

## **Aim**

Maundene School aims to protect the child at all times and to give clear guidance to all staff as to their legal and professional roles. We aim to ensure good practice throughout the school, which is understood by pupils, parents and carers and any other external agencies or visitors who are working with pupils.

## **Confidentiality**

This policy sets out guidance for all staff about pupil information that they can regard as confidential and that which they cannot. Any other person who is teaching or working with groups of pupils must also abide by this policy. It is of particular relevance to staff involved with PHSEE, including Sex and Relationships Education and Drug Education.

## **Procedures for confidentiality within the school**

1. Any information that a pupil discloses to a member of staff will only be passed on to other colleagues who need to know.
1. Parents, carers and children are aware that unconditional confidentiality cannot be guaranteed and the school has a duty to report child protection issues. In particular with reference to the school's Child Protection Policy.
2. Any information concerning a pupil's behaviour that is likely to cause harm to themselves or to others will be passed on to the Head teacher and/or other agencies.
3. Parents, carers and pupils are made aware of the confidentiality policy and it is made clear when and with whom information will be shared. Pupils are informed at an appropriate age, as part of the PHSEE programme. Parents have access to the policy via the school office.
4. When embarking on a lesson, or a series of lessons, that may well touch on sensitive or controversial issues, teachers will clarify with pupils the issue of confidentiality.
5. Clear ground rules are set for any class work like circle time that deals with sensitive issues such as sex and relationships and drugs. These rules aim to avoid inappropriate questions and answers, which may lead to personal disclosures. The classroom is a public place and confidentiality cannot be offered.
6. 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 a disclosure of a child protection issues.
7. Should a child disclose information about physical or sexual abuse, neglect or emotional abuse, the member of staff or visitor will report it to the DCPC (Designated Child Protection Officer) who will follow the Local Safeguarding Children Board's (LSCB) procedures and pass this information on. [The Headteacher is the Deputy DCPC and the above is followed in the DCPC's absence.]

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8. The school prides itself on good communication with parents and carers and staff are always available to talk about issues that are causing concern. Although LSCB's guidelines will always be followed in

cases concerning child protection, the school seeks, where possible, to discuss any concerns with the family before going on to inform the correct authorities.

9. Should information need to be passed on, the pupil will be told of this and be reassured they will be offered appropriate, ongoing support. However, should this prejudice the welfare of the child, it will be discussed with the correct authorities.
10. Some external agencies may be working in the school offering specific advice and support to individual pupils. If this is the case, their professional code of confidentiality should be shared with the school. Any deviation from the school's policy is agreed formally with the school and shared with the pupils concerned.
11. Confidentiality is not permitted where there are child protection issues. Parents are informed when these external agencies are providing pupils with an additional service and they will be bound by their own professional codes of confidentiality.
12. Should such a visitor be working with a pupil in school and following a different code of confidentiality, members of staff may not always disclose information when referring that child. This maintains pupil confidentiality.
13. Use of photographs, cameras, videos. Please see separate policy
14. Information about children is shared with parents, both informally and at parent evenings. This is only about their child. Parents are reminded they should not access other children's books, marks or records of progress. Parents are aware information about their child will be shared when they change school.
15. Pupils are informed about where they might seek confidential help, e.g. the school nurse, other local support services.
16. All visitors to the school, including student teachers and supply staff, will be shown a copy of the 'Staff or Supply Teachers' Handbook', which should be displayed in every classroom. All visitors, including those attending on training placements will be reminded any information they see or hear in school is confidential.

### **Monitoring and evaluation**

This policy will be monitored by the Governors and reviewed by the staff as part of the school's monitoring cycle.

Signed.....

Name.....

Date.....

## **CONFIDENTIALITY POLICY**

### **ANNEX A**

#### **Guidance on parents taking videos/photos**

##### **Data Protection Good Practice Note – Taking Photographs in Schools**

This Good Practice Guidance is aimed at Local Education Authorities and those working within schools, colleges and universities. It gives advice on taking photographs in educational institutions and whether doing so must comply with the Data Protection act 1998.

##### **Recommended good practice**

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure.

Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.

Photos taken purely for personal use are exempt from the Act.

Examples

##### ***Personal use:***

- ☒ A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.
- ☒ Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

##### ***Official school use:***

- ☒ Photographs of pupils or students are taken for building passes. These images are likely to be stored electronically with other personal data and the terms of the Act will apply.
- ☒ A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This is unlikely to be personal data and the Act would not apply.