

# Honley CE (VC) Junior, Infant and Nursery School



## CONFIDENTIALITY POLICY

Reviewed and approved by governors	12 <sup>th</sup> Sept 2017
Next Review Date	Sept 2018

## **1. Aim**

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

## **2. Rationale**

Honley JIN School aims to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality. 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 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.

## **3. Objectives:**

- To provide consistent messages in school for handling information about children once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To understand that health professionals are bound by different code of conduct.
- To ensure that parents and those with parental responsibility have a right of access to any records the school may hold on their child.

## **4. Guidelines**

- All information about individual children is private and should only be shared with staff when they have a need to know.
- 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.
- The Headteacher is the appointed person for child protection who receives regular training. All staff have regular training on child protection issues and there is clear guidance for the handling of child protection incidents.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Information collected for one purpose should not be used for any other purpose.
- 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.
- The school works closely with parents and carers and staff are always available to talk privately to both children and parents/carers about issues that are causing concern.
- The school would share with parents any child protection disclosure before going on to inform the correct authorities unless this process would put the child or members of staff at risk.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be identifiable.
- 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 further.

- 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 without the parents'/carers' consent.
- 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. The school gives clear guidance to parents about the use of cameras and videos during public school events.
- Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks, progress grades or targets at any time especially at parents evening.
- Parents should be aware that information about their child will be shared with feeder schools when they change school.
- 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.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All confidential papers should be destroyed and 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. 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 discussing potentially contentious issues.
- Staff, Governors, Students and Voluntary Helpers must ensure that they do not use social network sites to discuss or comment on any matters relating to the school or the children in our care.
- All students and voluntary staff working in the school should be made aware of their responsibility to uphold this policy

I have read the above policy and agree to maintain confidentiality especially with regard to individual staff or pupils.

Signature .....

Name .....