



CONFIDENTIALITY POLICY

2018 - 2020

AIM:

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

RATIONALE:

St James Primary Academy seeks to put the pupils 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 pupil's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information is an erosion of trust.

OBJECTIVES:

- To provide consistent messages in school about handling information about the pupils once it has been received
- To foster an ethos of trust within the workings of the school
- To ensure that staff, governors, parents/carers, pupils and volunteers are aware of the school's confidentiality policy and procedures
- To reassure the pupils and the staff that their best interests will be maintained
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality and that the school has a duty of care to report child protection/safeguarding issues and concerns
- To ensure that there is an equality of provision and access for all including monitoring cultural, gender and SEND
- To ensure that confidentiality is a whole school issues and ground rules are set for the protection of all
- To ensure that parents/carers have a right to access to any records that school may hold on their child but not to those of any other child they do not have parental responsibility for.

GUIDELINES

All information about individual pupils is private and should only be shared with staff on a need to know basis

All social services, medical and personal information about a pupil should be held in a safe and secure place which cannot be accessed by individuals other than school staff

We continue to promote a positive ethos and respect for individuals

We pride ourselves on having good communication with parents/carers and an 'open door' policy is our strength

All staff and pupils have a right to the level of confidentiality irrespective of gender, race, religion, medical and SEND

Confidentiality is a whole school issue and these clear ground rules are set for all aspects of the schools work

GOVERNORS

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and pupils. All such discussion and papers are confidential and any confidential issues require governors to exercise the highest degree of prudence when discussion of these issues arises outside of the governing body.

MONITORING and EVALUATION

The policy will be reviewed by the Principal and reported to the Governors in the Autumn term.

CONCLUSION

St James Primary Academy has a duty of care and responsibility towards its pupils and staff. The care and safety of the individual is the key issue behind this document.

C. Dobson
Principal

Presented to Staff: September 2016

Presented to Governors: September 2016, 2018

Reviewed: Autumn term 2018

Next Review: Autumn Term 2020

