

# LANDYWOOD PRIMARY SCHOOL



## **Confidentiality Policy**

**June 2017**

## **Introduction**

Working in Landywood Primary School necessarily means having access in a variety of ways to information that must be regarded as confidential.

**Therefore this policy applies to all staff employed by the school, including temporary, voluntary and agency staff. It also applies to governors, volunteers, visitors on work experience placements and parent helpers.**

## **Aims of the Confidentiality Policy**

1. To provide clear guidance to all members of the school community around confidentiality.
2. To encourage children to talk to a trusted adult if they are having problems.
3. To ensure all adults working in school deal confidently with sensitive issues.

This Confidentiality Policy impacts upon every other school policy.

## **Legal Requirements**

### *Human Rights Act 1998*

Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

### *Data Protection Act 1998*

Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

### *Freedom of Information Act 2000*

Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.

School data or record keeping policy should also cover the requirements of this act.

### *Children’s Act 2004*

The Children’s Act, 2004, sets out the following objectives under the every child matters agenda:

- ◆ Children and Young People are mentally and emotionally healthy
- ◆ Children and Young People are sexually healthy
- ◆ Children and Young People choose not to take illegal drugs
- ◆ Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation
- ◆ Children and Young People have security, stability and be cared for

## **Types of confidential information**

Information that is regarded as confidential can relate to:

1. A variety of people e.g.
  - pupils;
  - parents;
  - staff/colleagues;
  - governors;
  - job applicants.
  
2. A variety of matters, e.g.
  - home addresses & telephone numbers;
  - conduct and performance;
  - performance & development review/performance management;
  - health/medical;
  - pay and contracts;
  - references;
  - internal minutes, memos etc.;
  - confidential budgetary or policy information;
  - other personal information.

These lists are not exhaustive but will extend to cover any other information of a sensitive nature relating to employees, pupils and others connected with the school and to the work of the school itself.

## **The form confidential information can take**

Confidential information can take various forms and be held and transmitted in a variety of ways, e.g.

- manual records (files);
- computerised records, disks and memory sticks;
- written reports/minutes/agendas/file notes etc.;
- letters, memos, messages;
- telephone calls;
- face-to-face;
- fax;
- Email;
- Intranet/internet.

## **Equal Opportunities Statement**

Landywood Primary School is committed towards equal opportunities in all aspects of school life.

## **Specific Issues**

All adults working in our school:

- ◆ Implement the Child Protection/Safeguarding Policy.
- ◆ Encourage children to be open with their parents/carers.
- ◆ Must maintain professional standards of confidentiality about anything seen or heard within the school.
- ◆ Who has a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- ◆ Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- ◆ No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- ◆ Unconditional confidentiality should never be given.
- ◆ If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the child protection team.
- ◆ Adults should be sensitive when discussing an individual child's behaviour in the presence of another child.
- ◆ No adult should enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.
- ◆ Must adhere to all school policies and procedures with regards to e-safety, use of computers and social networking.

## **Governors' Meetings**

- ◆ Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- ◆ Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children.
- ◆ Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children 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 confidential.

## **Information held about children**

- ◆ Information about children will be shared with parents/carers but only about their own child.
- ◆ Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.

- ◆ All personal information about children, including Social Services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- ◆ Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.

### **In the classroom**

- ◆ Ground rules and distancing techniques will be used where sensitive issues are to be addressed eg drugs education, sex and relationships education.
- ◆ No adult should put pressure on children to disclose personal information and should be discouraged from applying any such pressure.
- ◆ All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- ◆ Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- ◆ If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/Headteacher eg bereavement.

### **Monitoring and review**

The Safeguarding Lead will monitor the effectiveness of the policy throughout the year in consultation with the governor with responsibility for Safeguarding.

Signed \_\_\_\_\_  
(Chair of Governors)

Date \_\_\_\_\_