

# Confidentiality Policy

Committee	Finance & Personnel
Date Approved by Governing Body	7-3-18
Last Review Date by Committee	6-3-18
Next Review Date by Committee	March 2020

*'Celebrate Learning, Achieving and Friendship in God's Love'*

## **Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality school care and education.

## **Aim**

To protect the child at all times and give all members of the school community clear, unambiguous guidance around confidentiality.

To ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

To ensure that all parents and carers, who share information in the confidence, know that it will only be used to enhance the welfare of their children.

This Confidentiality Policy impacts upon every other school policy.

## **Rationale**

Waterhouses CE Primary Academy seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. 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.

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.

## **Equal Opportunities Statement**

Waterhouses CE Primary Academy is committed towards equal opportunities and inclusion in all aspects of school life.

## **Objectives:**

1. To provide consistent messages in school about handling sensitive information once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To reassure pupils and staff that their best interests will be maintained.
5. To encourage children to talk to their parents and carers.
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
7. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.

## **Guidelines**

To ensure that all those using - and working in - the school can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE session dealing with sensitive issues such as sex and relationships and drugs education (Upper KS2)
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- No member of staff discusses an individual child's behaviour or progress in the presence of another child in school.
- Staff do not enter into detailed discussion about a child's behaviour with other parents.
- Governors do not divulge details about individuals (be they staff, families or individual children) to any person outside of a governors' meeting.
- At Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in a separate confidential agenda. This is not for the knowledge of persons outside the Governing Body meeting. Confidential minutes are written separately and these minutes are not published.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

### **Other Professionals**

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working in a classroom, they are bound by relevant school policies. In line with best practice guidance, like other school staff, they will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting, by negotiating ground rules and using distancing techniques.

Staff should be aware of children with medical needs. This information should be accessible to staff who need it but not on general view to other parents/carers and children.

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. However parents should be aware that information about their child will be shared with the receiving school when they change school.

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 in envelopes and once read should be returned for secure filing.

Logs of administration of medication to children should be kept secure and each child should have their own individual log. In all other notes, briefing sheets etc a child should not be able to be identified.

Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Waterhouses CE Primary Academy has a duty of care and responsibility towards pupils, parents/carers 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.

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this policy. The policy is available from the School Office upon request and also available on the school website.