

Heather Primary School Confidentiality Policy



Aims

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

Rationale

Heather Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. We are 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.

Objectives

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that parents, pupils and all adults working, studying or volunteering in the school are aware of the school's confidentiality policy and procedures.
4. To reassure pupils 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 child protection/safeguarding issues are identified, then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that ground rules are set in lessons for the protection of all.
10. To understand that health professionals are bound by different codes of conduct.
11. To ensure that parents have a right of access to any records the school may hold on their child but not to any other child for whom they do not have parental responsibility.

Guidelines

- All information about individual children is private and should only be shared with those staff that 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 school continues to actively promote a positive ethos and respect for the individual
- The school has appointed a senior Designated Senior Lead (DSL) for child protection who receives regular training and who is supported in school by other trained DSLs.
- There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
- There is clear guidance for procedures in the case of allegations against a member of staff.
- 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 disclosure of a child protection issue.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and that the school has a duty to report child protection issues.
- The school prides itself on good communication with parents and carers; staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.
- Parents/carers and children should feel reassured that in exceptional circumstances, where the wellbeing or safety of any member of our school community is a cause for concern, confidentiality will be broken.
- 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 able to be identified.
- 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. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena.
- 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 this information 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.
- Photographs of children should not be used without parents/carers permission especially in the press and internet. This is often a cultural issue that the school needs to be aware. 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 and progress grades at any time especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.
- All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.
- 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.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be clearly marked as confidential.
- These confidential papers should be destroyed 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 discussion of potentially contentious issues arises outside the governing body.

Monitoring and Evaluation

1. The policy will be reviewed as part of the school's monitoring cycle.
2. The Head teacher has responsibility for monitoring this policy.

Approved by the governing body – January 2016

To be reviewed – January 2018

Appendix 1 – Confidentiality Agreement for Visitors and Volunteers



Our school is very much part of the local community. We pride ourselves on the number of outside visitors and community volunteers we have coming to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at Heather Primary School.

As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a visitor or volunteer.

I understand that during my time at Heather Primary School...

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
2. I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Head Teacher or Deputy Head.
4. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the Designated Senior Leader for child protection.
5. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.
7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of Heather Primary School in discussions both inside and outside school.

Signed:

Print name:

Date: