



Confidentiality Policy

Doc reference: **NP/0021** Issue: **2** Pages: **5** Author: **Julie Mason** Status: **Draft**

Approved: _____ Date: _____
I. Ivens (Chair: Curriculum & Standards Committee)

Reviewed: _____
(Signatures)

Contents List

1	Purpose	3
2	Definition	3
3	Rationale	3
4	Policy Statement	3
5	Objectives	3
6	Practice	3
7	Confidentiality in the Classroom	4
8	Other Professionals/Out-side agencies	4
9	Data Protection	4
9.1	<i>Photographs</i>	4
9.2	<i>Parents/Carers</i>	4
9.3	<i>Governors</i>	5
10	Monitoring and Evaluation	5
11	Related Policies	5

Document history

- Issue 1: This is a new policy written in 2006.
- Issue 2: This policy has had a complete re-write
Date: 5 November 2012

1 Purpose

To offer unambiguous guidance and support for staff in their dealings with colleagues, outside agencies, children and their parents/carers to ensure that children are protected and that confidentiality is a whole school issue and should be maintained.

2 Definition

Confidentiality is the retention of information by a person, which is not to be shared with others, **both within school and outside** of it without consideration, and or permission to do so.

3 Rationale

Hollingworth Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks 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.

4 Policy Statement

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.

5 Objectives

- To provide consistent messages in school about 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 reassure pupils that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all
- 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.

6 Practice

- All information about individual children is private and is only shared with those staff that have a need to know.
- All social services, medical and personal information about a child is held securely.
- The Headteacher is responsible for child protection issues and is the designated child protection officer
- There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.

- Staff are aware that effective sex and relationship education brings an understanding of what is and is not acceptable in a relationship and 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.
- Any disclosures made to a member of staff by a child that have implications for health and safety will be passed on to the designated child protection officer.

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.

7 Confidentiality in the Classroom

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSCE session dealing with sensitive issues such as sex and relationship 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

8 Other Professionals/Out-side agencies

Hollingworth 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.

- Staff should be aware of children with medical needs this information is accessible to staff but not on general view to other parents/carers and children.
- 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 or shredded.
- Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

9 Data Protection

9.1 Photographs

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. A child's photograph should not be used in a medical room identifying their medical need. The school gives clear guidance to parents about the use of cameras and videos during public school events.

9.2 Parents/Carers

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.

9.3 Governors

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 marked as confidential. 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.

10 Monitoring and Evaluation

- The policy will be reviewed as part of the schools monitoring cycle.

11 Related Policies

Inclusion

Health and Safety

LAC

SEN

Child Protection