

Littledean Church of England Primary School

Confidentiality Policy

Littledean C of E Primary School understands that the safety, wellbeing and protection of children is of paramount importance. It is committed to providing a safe and secure learning environment where children feel that they are listened to and respected. 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 regarding confidentiality. The school has a duty of care and responsibility towards children, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis.

Legal Framework

This policy has due regard to legislation, including, but not limited to, to the following:

- The Education Act 2011
- The Data Protection Act 1998
- The Human Rights Act 1998
- The Freedom of Information Act 2000

Definitions

For the purpose of this policy, 'confidentiality' is an understanding that any information shared with someone in trust will only be passed on to a third party with the prior agreement of the person disclosing it.

For the purpose of this policy, 'disclosure' is the sharing of any private information, but which is not solely in relation to child protection issues. Disclosure of the contents of a conversation may be discussed with professional colleagues, but the confider is not identified except in pre-determined circumstances.

The Designated Safeguarding Lead (DSL) is a designated staff member responsible for ensuring the school's Child Protection and Safeguarding Policy is implemented by the entire school community, which ensures that wellbeing and protection of children.

Guidelines for Confidentiality

- All information about individual children is private and should only be shared with those staff who have a need to know.
- All social care, 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 Designated Safeguarding Lead (DSL) receives regular training.
 - There is clear guidance for the procedures to be followed in the case of child protection concerns/incidents.

- There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
 - Staff are aware that effective sex and relationship education which brings and understanding of positive/healthy relationships, can lead to a disclosure about a child protection issue.
 - Staff are aware of the need to handle issues about different types of families in a sensitive manner.
 - Any intolerance about gender, faith, race, culture or sexuality is unacceptable.
 - Information collected for one purpose should not be used for another.
- **Parents/carers and children need to be aware that the school** cannot guarantee total confidentiality and has a duty to report child protection issues.
 - The school prides itself on good communication with parents/carers and 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 their parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents/carers any child protection disclosure before going on to inform the relevant authorities, unless to do so would put the child at risk of harm.
 - Confidentiality is a whole school issue. Clear ground rules must be set for any classwork such as circle time and other PHSCE sessions when dealing with potentially sensitive issues.
 - Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and how to support them during the school day. This information, however, should not be displayed and available in general view.
 - Photographs of children should not be used without the parents/carers permission.
 - Information about children will be shared with parents/carers but only about their own child. Parents/carers should not have access to any other child's books, marks and progress at any time, especially at parents' evening.
 - When a child moves to a new school their information will be passed on to the new school. This includes information about their attainment, progress and also any records relating to child protection and special educational needs. In the transfer of these records the school will consider which members of staff at the receiving school need which information and ensure that the relevant information is shared with the appropriate member of staff.

Volunteers in School

At Littledean C of E Primary School we value the help of parents, students and others. Everything that volunteers see and hear (particularly in relation to children's, welfare or levels of work) must be held in confidence and not shared with others outside of the school. If volunteers have any questions regarding anything they see or hear in school, or they have concerns about the well-being of a child, they should speak to the class teacher or the Head Teacher. Students taking part in recognised qualifications & training will be advised of our confidentiality policy & required to respect it.

This policy should be read in conjunction with the following policies:

- Child Protection/Safeguarding
- Data Protection
- Equality
- Freedom of Information
- Online Safety
- Acceptable Use
- Pupil and Staff Privacy Notices



Loving one another, building each other up

CONFIDENTIALITY STATEMENT

Confidentiality, whether personal, financial or of any other category must be respected at all times.

Information on the personal history of all children will be kept securely. It will only be accessed when necessary and only then by authorised personnel, who will ensure that none of the information is revealed to any unauthorised third party.

To meet the needs of all children in our care it is important to share information with parents/carers and one another in order to support the child's development. It may also be necessary, in some circumstances, for the school to seek help and advice from outside agencies. If this action is taken the parents/carers permission will be obtained first.

All members of staff and volunteers will agree to support and respect the school's confidentiality policy and will sign a statement to indicate their agreement.

Confidentiality Agreement:

During the course of your work you will be privy to confidential information about staff members, children in our school and their families. You may need to discuss confidential issues with other staff members, or professionals from outside agencies, in order to effectively carry out your work. Any information and knowledge will be on a need to know basis and will be kept confidential.

At no time are you to disclose confidential information to any unauthorised third party, either verbally, by email or by the use of social media.

Failure to comply with the Confidentiality Policy and this statement will result in disciplinary action.

Signed.....

Name (please print).....

Date.....