



## CONFIDENTIALITY POLICY

<b>January 2019</b>	<b>Review Date:</b> January 2022
	<b>Reviewed by:</b> Curriculum & Standards
Signed: .....	Mrs Simrit Otway, Headteacher
Date: .....	
Signed: .....	Mrs Charlotte Whittle, Chair of Governors
Date: .....	

### Aim

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

### Rationale

Preston Candover CE Primary School 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.

### Guidelines

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 reassure pupils that their best interests will be maintained.
4. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
5. To ensure that if there are child protection issues then the correct procedure is followed.
6. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
7. All information about individual children is private and should only be shared with those staff that have a need to know.
8. 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.

9. The school continues to actively promote a positive ethos and respect for the individual.
10. The school has appointed senior teachers for child protection, known as designated safeguarding leads (DSL) who receive regular training. See Safeguarding/Child Protection policy.
11. 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.
12. Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
13. 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 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.
14. If a disclosure from a child takes place an inappropriate time or place, the teacher will refer to the DSL and arrange to talk privately to the pupil before the end of that school day.
15. Parents and pupils need to be aware that unconditional confidentiality cannot be offered.
16. The pupil will be encouraged to talk to parents and carers, if appropriate, and given support to do so.
17. 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 apart from allergy information.
18. Photographs, pupil images and videos of children should not be used without parents/carers permission especially in the press and internet. At no time should the child's full name be used with a photograph so that they can be identified.
19. 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.
20. 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.
21. Logs of administration of medication to children should be kept secure and each child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on.
22. 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, 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.

23. Confidential minutes are sealed in an envelope.

### Monitoring and Evaluation

The Curriculum and Standards committee of the Governing Body has responsibility for monitoring this policy.

### Conclusion

Preston Candover CE Primary School 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 transfer of data must be compliant with General Data Protection Regulation (GDPR).

This policy should be read in conjunction with other school policies and procedures:

Safeguarding

Child Protection

Relationships and Sex Education

Positive Relationships and Behaviour

Whistleblowing

GDPR