



## CONFIDENTIALITY POLICY

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This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information.

### Aims

- The aim of this policy is to protect the child at all times and to give all staff involved 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

HollyBrook Infant School seeks to provide a safe and secure learning environment. The safety, wellbeing and protection of the child is the paramount consideration in all decisions staff at this school make about confidentiality. It seeks to implement the underlying principles of the Every Child Matters Agenda and 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 and safeguard information received.

The appropriate sharing of information between school staff is an essential element in ensuring our pupils wellbeing. 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

- To provide consistent messages in school about handling information regarding 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 pupils and parents/carers know that school staff cannot offer unconditional confidentiality.

- 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.

HollyBrook Infant School actively promotes a positive ethos and respect for the individual.

The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern.

Staff encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as sex and relationship and drugs. Staff ensure that children feel supported but information is not unnecessarily revealed in a public arena.

All information about individual children and families is private and should only be shared with staff and outside agencies that have a need to know. Staff should take care when discussing matters relating to pupils that the environment is appropriate for the passing on of information.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

Social services, medical and personal information about a child is held in a safe and secure place which can only be accessed by school staff i.e. school office. Where teachers hold some of this information regarding children in their own class it is kept safely.

Parents are able to see records relating to their own child, and know that this is confidential. Permission is asked before information is passed by the school to outside agencies such as Educational Psychology services. They are made aware that information about their child will be shared with the receiving school when they change school.

Parents/carers are fully informed about their children. (E.g. health concerns, behaviour changes, accidents and injuries etc.)

Parents/carers and children are aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues. Parents/carers and children should feel reassured that only in exceptional circumstances will confidentiality be broken. Refer to Child Protection Policy.

Personal data is kept securely and the school is clear of the need for the data and the purposes it will be used for and schools. When collecting data the school makes clear to parents the purposes of the data.

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.

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.

Discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussing potentially contentious issues.

This policy should be read alongside:-

Child Protection Policy and Procedures.

PSHE Policy

Anti-Bullying Policy

E-Safety Policy

All school staff, outside agencies, and volunteers are made aware of this policy and it forms part of the School's Induction Pack.

Parents/Carers are informed of this policy and it is available to read on the school website.

Monitoring of this policy is the duty of the Head Teacher, CPLO and Governor with responsibility for Child Protection.

This policy is subject to an annual review. This policy was written and adopted after discussion with all staff and Governors.

Prepared by N Thorne governor, J Wood Headteacher

Agreed by Governors March 2012

Review date March 2013

Reviewed May 2013

Reviewed May 2014

Review date May 2015

## Appendix 1

**Data Protection Act 1998:** Applies to personal data of living, identifiable individuals, not anonymised data; manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

**Freedom of Information Act 2000:** Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. Schools data or record keeping policy should also cover the requirements of this Act.