



## Confidentiality Policy

for

**Canon Popham Church of England (VA)  
Primary & Nursery School**

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APPROVED:	DATE: 14 July 2017
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TO BE REVIEWED	July 2018

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## **Vision Statement**

*Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.*

*A place where:*

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

*Everyone Matters!*

## **Aim**

- 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**

- To put the child at the heart of the learning process and to provide a safe and secure learning environment.
- To implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality.
- 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**

- 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 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 understand that health professionals are bound by different code of conduct.
- 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 that they do not have parental responsibility for.

## Guidelines

- All information about individual children is private and will only be shared with the staff that need to know.
- All social services, medical and personal information about a child should be held in a secure place within the head teachers office that cannot be accessed by individuals other than school staff.
- The school continues to actively promote a positive ethos and respect for the individual:
  - a) The school has appointed a senior lead teacher for child protection who receives regular training. (Head) The deputy head teacher is also expected to attend update training as necessary, and in line with the LA organisation of provision of training.
  - b) There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
  - c) There is clear guidance for procedures if a member of staff is accused of abuse.
  - d) 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.
  - e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
  - f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the school's discipline policy.
  - g) 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 the school has a duty to report child protection issues.
- The school prides itself on good communication with parents and carers
  - a) Staff are always available to talk to both children and parents/carers about issues that are causing concern.
  - b) 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 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.
  - a) Clear ground rules must be set for any classroom work such as circle time and other PSHCE session dealing with sensitive issues such as sex and relationship and drugs.
  - b) Strategies are in place and all children are aware of them for dealing with sensitive information that may fall outside the boundaries of child protection procedures.
  - c) School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena.
  - d) 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, though if there is any doubt then a member of the Senior Leadership team should be consulted
- 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 that need that information but not on general view to other parents/carers and children.

- Information about children will be shared with parents but only about their child.
  - a) Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening.
  - b) However parents should be aware that information about their child will be shared with the receiving school when they change school.
- Personal Information.
  - a) 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.
  - b) 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.
  - c) Logs of administration of medication to children should be kept secure and be completed after each administration of medication. Where a child requires use of their inhaler parents should be informed at the end of the day by the teacher.
  - d) 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.

### **Photographs/Video of Children**

- Photos should not be used without parents/carers permission especially in the press and internet. The completed consent forms regarding this are stored in the school office.
- No member of staff should give children's details to any third party without the parents' consent, unless in a medical emergency.
- 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.
- Parents shall be requested to adhere to the policy that no photographs of children unless purely of their own child which has been taken in a school setting, or at an event which the school is attending, shall be posted on personal social media in line with the school's Social Media Policy.

### **Governors Role**

- 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.. These confidential papers should be destroyed after they have been dealt with.
- 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**

- The policy will be reviewed as part of the schools monitoring cycle. The PSHCE scheme of Work, Sex and Relationship policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
- The Head teacher has responsibility for monitoring this policy.

### **Conclusion:**

We have a duty of care and responsibility towards pupils, parents/carers and staff. We also need 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.