

Confidentiality Policy



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Rationale

At Swansfield Park Primary School we believe that the child is at the heart of the learning process and that we should provide a safe and secure learning environment. We seek to implement the principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality. We are committed to listening to children's concerns whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust; a professional approach will be used in all matters of confidentiality.

Aims

To respect each child's right to privacy and ensure that it is maintained in school unless it is overridden by the need for "public interest" eg. for reasons of Child Protection, for the protection of public order, for health or education issues. We aim to protect the child and give staff guidance as to their professional roles.

(Based on the Human Rights Act 1988).

Objectives

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 school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To reassure pupils that their best interests will be maintained.
5. To encourage children to talk to their parents, teachers and carers.



6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure there is equality of provision and access for all including rigorous monitoring of cultural, gender and special needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by different codes of conduct.
11. 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 they do not have a parental responsibility for.

Guidelines

1. All information about individual children is private and should only be shared with staff on a need to know basis.
2. We actively promote a positive ethos and respect for the individual. Our designated member of staff with responsibility for Child Protection is Mrs Jenny Smith. Our second named person is Mrs Susan Young. Our Child Protection Policy outlines our guidance and procedures. Staff are all aware of the need to handle all issues about different types of families in a sensitive manner.
3. Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and that we have a duty to report child protection issues.
4. We pride ourselves on good communication with parents/carers and staff are always available to talk about concerns
5. All children have a right to the same level of confidentiality irrespective of gender, 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.
6. Clear ground rules must be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as sex and relationships. School needs to be proactive so children feel supported but information is not necessarily revealed in a public arena.



7. Health professionals have their own code of practice for dealing with confidentiality. Staff should be aware of children with medical needs and this should be recorded on the school record sheet held in the office but not on general view to other parents/carers. Children with potentially serious conditions eg. serious allergies may have photos displayed in appropriate places eg. the kitchen to ensure the medical condition is not overlooked but these will be discrete and with the permission of the parents.
8. Photographs of children should not be used without parents/carers permission especially in the press and internet. At the beginning of each academic year parents will be asked to complete a form giving permission for such photos.
9. Information about children will be shared with parents but only about their own child and this will be in the school setting. Parents should not have access to any other child's books, marks and progress grades at any time. However, parents should be aware that information about their child will be shared with the receiving school when they change school. Sensitive information eg. SEN reports, speech therapy, social service reports, etc, will be kept in the child's personal folder in a locked cabinet in the Headteacher's office. Addresses and telephone numbers of parents and children will not be passed on except to a receiving school or to an external professional who has already received parental consent.
10. Governors need to be mindful that from time to time issues are discussed about staff and children. All such papers should be marked as confidential and should be destroyed after use. Although decisions reached at governor's meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential. All staff must also be aware that discussions about children or school incidents will be carried out in the school setting and they should not be drawn into such discussions in public. Refer to the staff handbook.
11. The Headteacher will disseminate the confidentiality policy to new staff or Governors at their induction interview. This information will be conveyed in a way which will be appropriate to the job role so that the guidance is clear.



Monitoring and Evaluation

1. This policy will be reviewed annually in the autumn term
2. The PSHE scheme of work, SRE Policy and Drug Policy will enable opportunities to deliver aspects of this policy in specified year groups.
3. The Headteacher has responsibility for monitoring this policy.

This policy has been formally adopted by the governing body.

| VERSION HISTORY | | |
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| VERSION | DATE | DESCRIPTION |
| Initially adopted | July 2014 | Adapted into Swansfield Park First School |
| This Review | 27 May 2016 | Adapted into Swansfield Park Primary School |
| This review | 11 May 2017 | Renewed without changes |
| Review | 30 September 2018 | |

| APPROVAL AND AUTHORISATION | | | | |
|----------------------------|------------------------|--------------------|--------------------|------|
| | NAME | JOB TITLE | SIGNATURE | DATE |
| Approved by | Jenny Smith | Head Teacher | | |
| Approved by | Julie Henderson | Chair of Governors | | |
| DATE OF NEXT REVIEW | | | Autumn 2021 | |

