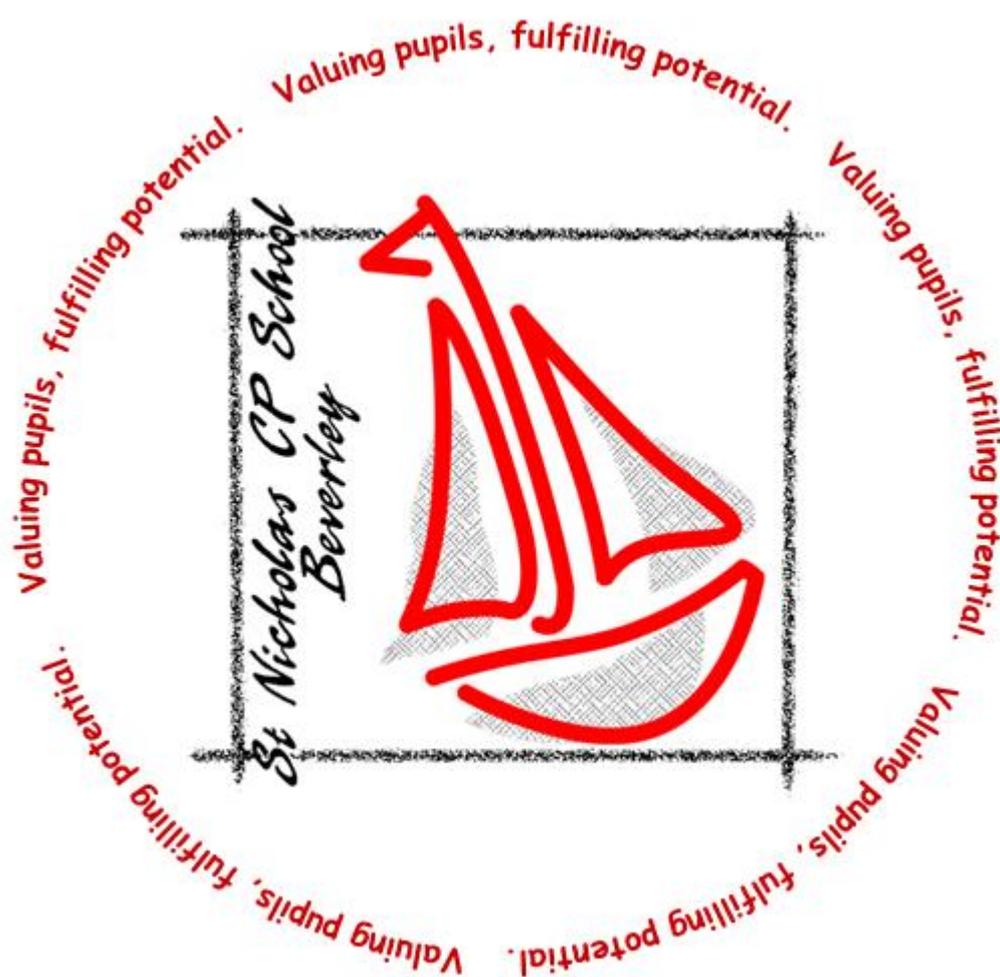


# Beverley St Nicholas Community Primary School



## Confidentiality Policy

December 2017

## **Aim**

We aim to protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff. Confidentiality is defined as 'something which is spoken or given in private, entrusted with another's secret affairs'. The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his/her conversation completely secret and discuss with no-one

## **Rationale**

Beverley St Nicholas Community Primary School seeks to put the child at the heart of the learning process and to provide a safe, secure and health promoting 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.

## **Objectives:**

1. To provide consistent messages in school about handling information concerning children once it has been received.
2. To foster an ethos of trust within the 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 and carers.
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational 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 a different code 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 those of any other child that they do not have parental responsibility for.

## **Guidelines**

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. 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.
3. The school continues to actively promote a positive ethos and respect for the Individual.
4. The school has appointed a member of the senior leadership team for child protection who receives regular training.
5. There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
6. Staff are aware of the need to handle all issues in a sensitive manner.
7. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the school's discipline policy.

8. 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 will take actions in the best interest of the child. All school staff should not promise confidentiality. Pupils do not have the right to expect they will not be reported to their parents or carers.
9. The school prides itself on good communication with parents and carers. 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 parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school is not obliged to pass on information about pupils to their parents / carers, although where we believe the pupil to be at moral or physical risk, or in breach of the law, we must ensure that the pupil is aware of the risks and encourage them to seek support from their parents / carers.
10. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. The school has appointed a senior member of staff as Child Protection Officer.
11. Child protection procedures are understood by staff and training is undertaken for all staff.
12. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSCE session dealing with sensitive issues. 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.
13. School needs to be proactive - 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 who need that information but not on general view to other parents/carers and children.
14. Photographs/DVD's/video materials featuring pupils must not be available to others unless written consent has been gained from parents/carers.
15. 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.

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.

Logs of administration of medication to children should be retained.

16. 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.

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 arise outside the governing body.

## **Conclusion**

Beverley St Nicholas Community 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.