



High Green Primary School

CONFIDENTIALITY POILCY

CONTENTS	Page No
1. Aim	1
2. Rationale	1
3. Objectives	2
4. Guidelines	3
5. Monitoring and Evaluation	6

1. Aim

- 1.1. 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.

2. Rationale

- 2.1. HGPS seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. 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 hold and safeguard information received.

- 2.2.** 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.

3. Objectives

- 3.1.** To provide consistent messages in school about handling information about children once it has been received.
- 3.2.** To foster an ethos of trust within the school.
- 3.3.** To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
- 3.4.** To reassure pupils that their best interests will be maintained.
- 3.5.** To encourage children to talk to their parents and carers.
- 3.6.** To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
- 3.7.** To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- 3.8.** To ensure that if there are child protection issues then the correct procedure is followed.
- 3.9.** To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- 3.10.** To understand that health professionals are bound by different code of conduct.
- 3.11.** To ensure that parents have a right of access to any records the school may hold on to their child but not to any other child that they do not have parental responsibility for.

4. Guidelines

- 4.1.** All information about individual children is private and should only be shared with those staff that have a need to know.
- 4.2.** 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.
- 4.3.** The school continues to actively promotes a positive ethos and respect for the individual
- 4.4.** The school has appointed a senior lead teacher for child protection who receives regular training.
- 4.5.** There is clear guidance for the handling of child protection incidents. And all staff have regular training on child protection issues.
- 4.6.** There is clear guidance for procedures if a member of staff is accused of abuse.
- 4.7.** 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.
- 4.8.** Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- 4.9.** Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- 4.10.** Information collected for one purpose should not be used for another.
- 4.11.** 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.

- 4.12.** 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. 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 would share with parents any child protection disclosure before going on to inform the correct authorities.
- 4.13.** Parents/carers and children should feel reassured that only in exceptional circumstances confidentiality may be broken.
- 4.14.** 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.
- 4.15.** The school has a senior member of staff as Designated Safeguarding Lead: Lucy Harding HT. Deputy DSL: Natalie Coe. Jenna Collins.
- 4.16.** Safeguarding procedures are understood by staff and whole school training is undertaken every three years for all staff.
- 4.17.** Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE 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.
- 4.18.** 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.
- 4.19.** Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children. (Every Child Matters file)

4.20. Photographs of children should not be used without parents/carers permission especially in the press and internet. This is often a cultural issue that the school needs to be aware. At no time should the child's name be used with a photograph so that they can be identified. Children's photographs should not be used in a general-purpose room identifying their medical needs. The school gives clear guidance to parents about the use of cameras and videos during public school events.

- *At the start of every academic year, school will gain parental permissions for the use of information, including photographs and videos of children. This will be reviewed **every year** to ensure it continues to be appropriate and fit for purpose.*
- *If approached by **local or national media**, school will ensure clarity around what the purpose of the interest is: if children are going to be interviewed, videoed, photographed and how the information will be used.*
- *HGPS will seek assurances that names will not be linked to photographs or videos and that school protocols are followed by anyone interested in using images of/information about our children.*
- *Once school have the full information regarding the purpose and outcome of the media interest, they will then seek **individual permission** from the parents of children potentially involved. This can be via ParentMail and/or written response.*
- *Prior to publication school will endeavour to view the publication before release dates. If this is not possible, school must make parents aware that the content will not be viewed by the school prior to release.*

4.21. 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.

4.22. 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.

- 4.23.** 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.
- 4.24.** Logs of administration of medication to children should be kept secure and each child should have their own individual log. This will be kept securely on medical Tracker.
- 4.25.** In all other notes, briefing sheets etc a child should not be able to be identified.
- 4.26.** Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- 4.27.** 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 and should be copied onto different coloured paper.
- 4.28.** These confidential papers should be destroyed 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.
- 4.29.** 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.

5. Monitoring and Evaluation

- 5.1.** The policy will be reviewed every two years, unless an incident (local, national, international) requires a review and possible update of procedures.