



OXFORD GARDENS PRIMARY SCHOOL
Confidentiality Policy

Legal Requirements

The Human Rights Act 1998 gives everyone the right to *'respect for his private family life, his home and his correspondence'* unless this is overridden by the pupil interest for reasons of child protection, for the purpose of public safety, public order, health or morals or the rights and freedom of others.

General Data Protection Regulation 2018

Oxford Gardens Primary School needs to keep certain information about our employees, pupils and other users to allow us, for example, to monitor performance, achievement, and health and safety. The GDPR replaced the Data Protection Act 1998 in order to reflect the changes in technology and create a unified approach across Europe. At the heart of the regulation are six main principles. These principles require any organization, corporation or governmental body that collects personal information to handle it fairly and safely.

Anyone collecting personal information must:

1. Ensure lawfulness, fairness and transparency.
2. Only collect personal data for a specific purpose, clearly state what that purpose is, and only collect data for as long as necessary to complete that purpose.
3. Only process the personal data that they need to achieve its processing purposes.
4. Ensure personal data collected is accurate (any inaccurate or incomplete data should be deleted within 30 days)
5. Delete personal data when it's no longer necessary.
6. Ensure integrity and confidentiality to ensure personal data is secure, e.g. through encryption.

All staff who process or use personal information must ensure that they follow these principles at all times. In order to ensure that this happens, the School has developed this Policy. This policy does not form part of the contract of employment for staff, but it is a condition of employment that employees will abide by the rules and policies made by the School from time to time. Any failures to follow the policy can therefore result in disciplinary proceedings.

Freedom of Information Act 2000

The Freedom of information Act 2000 gives everyone the right to request any records a public body, including a school, holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. Under GDPR this is amended that anyone can make a Subject Access Request to obtain information held about them which must be responded to within one month.

Children's Act 2004

The Children's Act, 2004, sets out the following objectives:

- That children and young people are mentally and emotionally healthy

- That children and young people are sexually healthy
- That children and young people choose not to take illegal drugs
- That children and young people are safe from maltreatment, neglect, and violence
- and sexual exploitation
- That children and young people have security, stability and are cared for

Aims of the Confidentiality Statement

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems. To ensure all adults working in school deal confidently with sensitive issues.
- This Confidentiality Policy impacts upon every other school policy.

Morals and Values Framework

The moral and values framework within which confidentiality is addressed should be consistent with the overarching aims of the school, and should be easily translated into practice in terms of the following:

- The curriculum content
- The teaching methods
- The relationships within the school

Equal Opportunities Statement

At Oxford Gardens Primary School we recognise that all children are entitled to full access to the curriculum regardless of their race, religious beliefs, gender, physical ability or special needs. We strive to meet the needs of the individual child. The school celebrates diversity and promotes the inclusion of all children. Every aspect of organisation throughout the school reflects our philosophy of equal opportunities, and our school vision and learning culture.

Specific Issues

All adults working in our school are required to do the following:

- Adhere to the Safeguarding Policy.
- Encourage children to be open with their parents/carers.
- Maintain professional standards of confidentiality about anything seen or heard within the school.
- Must discuss their concerns with the child's class teacher, who will have greater knowledge of the child, at an appropriate place and time. This is particularly the case where there is a concern about a child, but the child's circumstances are not known well enough to make a judgement about procedure
- Should strictly follow the school's Online Safety Policy and the AUP for Staff, Volunteers, Contractors and Governors 2018. This clearly outlines the procedures in place for the taking of and use of photographs and video recording in school.
- Will not give out a child's details over the telephone until the validity of the request has been ascertained via a returned call or identification received confidential e-mail.
- Understand that unconditional confidentiality should never be given.
- If receiving external information that leads them to believe there is a Child Protection issue, refer the information to the named member of staff responsible for Child

Protection: at Oxford Gardens this is the Inclusion Manager. You should also inform the Head Teacher.

- Be sensitive when discussing an individual child's behaviour in the presence of another child.
- Should not enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

Governors Meetings

Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting. At full Governing body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Head Teacher's Report under Part 2 Confidential. This is not for the knowledge of persons outside the governing body meeting. Minutes in Part 2 are recorded separately and are not published.

Information Held about Children

Information about children will be shared with parents/carers; this only applies to their child. Parents/carers will not have access to any other child's marks and progress grades, at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.

All personal information about children, including social services records, are regarded as confidential. The Head Teacher will decide who will have access, and whether those concerned have access to all, or only selected information.

Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely and will only be shared with the child's receiving school where appropriate.

In the Classroom

Ground rules and distancing techniques will be used where sensitive issues are to be addressed, e.g. drugs education, and sex and relationships education.

Adults should not put pressure on children to disclose personal information and should be discouraged from applying any such pressure.

All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.

Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.

If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the Class Teacher/Head Teacher, e.g. when there is a bereavement. Parents in school, working as volunteers, or as part of the Parents Group, should not report cases of poor behaviour or pupil discipline to other parents in the school. A member of the Oxford Gardens Team should be informed so that such matters can be dealt with appropriately and in line with School Policy.

Dissemination of this Policy

All staff members, governors and adults working in the school (including voluntary helpers) will have access to this Policy on the Staff Shared Drive in the Policies Folder. On request, a printed copy of this document can be obtained from the School Office. This policy will be given

to all new members of staff on induction. A copy of the Policy is also available on the school web site.

Monitoring and Review

The effectiveness of this policy is monitored throughout the year by the Inclusion Manager, in consultation with the Head Teacher

Review Date: July 2020; next review date July 2022