

The Learning for Life Partnership



Confidentiality Policy, Procedure & Statements

Written by the Trustees of The Learning for Life Partnership
for adoption by all schools within the Multi-Academy Trust.

Implemented: Summer 2021

Review date: Summer 2024

Signed: _____ (Chair of the Trustees board)

Signed: _____ (CEO)

The Learning for Life Partnership
Working in partnership to improve life chances for all

Confidentiality Policy

Introduction:

The safety, wellbeing and protection of the pupils who attend any school in The Learning for Life Partnership (TLFLP) is the paramount consideration for all decisions staff make about confidentially. The aim of this policy is to give all staff, pupils and volunteers involved clear, unambiguous guidance about their legal and professional roles and to ensure good practice is carried out throughout the schools in the Trust which is understood by pupils, parents/carers, staff and volunteers.

Rationale:

The Learning for Life Partnership seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. The Trust is committed to developing creative and positive ways for the pupil'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 Trust 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. This policy should be read in conjunction with The Learning for Life's 'Data Protection Policy'.

Objectives:

1. To provide consistent messages in school about handling information about pupils 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 pupils 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 procedures are 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 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 any other child that they do not have parental responsibility for.

Guidelines:

1. All information about individual pupils 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. There is clear guidance for procedures if a member of staff is accused of abuse.
5. Any intolerance about gender, faith, race, culture or sexuality is unacceptable.
6. Parents/carers and pupils need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
7. Staff are always available to talk to both pupils and parents/carers about issues that are causing concern. The school encourages pupils to talk to parents/carers about issues causing them concern and may in some cases support the pupils in doing so.
8. Parents/carers and pupils should feel reassured that in exceptional circumstances confidentiality will be broken.
9. All pupils 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 pupils should not be able to be identified.
10. The school has appointed two senior members of staff for child protection, A DSL (Designated Safeguarding Lead) and a Deputy DSL, they both receive regular training. Child protection, safeguarding and the Prevent duty procedures are understood by staff and training is undertaken at least every three years for all staff. There is clear guidance for the handling of safeguarding incidents.

11. 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. 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.
12. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of pupils with medical needs and information should be accessible to staff who need that information on the school's management information service but not on general view to other parents/carers and pupils.
13. Information about a pupil 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.
14. All personal information about pupils 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. 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 logged on CPOMS, for child protection kept confidential and filled securely.
15. In all other notes, briefing sheets etc a child should not be able to be identified.
16. Addresses and telephone numbers of parents and pupils will not be passed on except in exceptional circumstances or to a receiving school.
17. Local Advisory Board (LAB) Members need to be mindful that from time to time issues are discussed or brought to their attention about staff and pupils. Members must observe complete confidentiality when asked to do so by the LAB, especially in relation to matters concerning individual staff, pupils or parents.
18. Although decisions reached at LAB meetings are normally made public through the minutes or otherwise (part 1 minutes), the discussions on which decisions are based should be regarded as confidential. Staff and LAB members should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the LAB. There will

often be discussion of a sensitive nature which will be captured in part 2 minute. These minutes will not be made publicly available, these minutes may be of a personal nature and potentially contain sensitive data that will not be shared in the public domain, examples of this type of discussions are sensitive SEN data, HR data, individual pupil data

19. Staff should exercise prudence and consider dignity of individuals during conversations on a school site, for example in the staff room particularly if non-members if staff are present and in the presence of pupils.
20. Where discussions are held with an individual that might result in disciplinary or capability measures, the matter must not be discussed with any person other than the Principal. To do so would be deemed a disciplinary issue in itself as it has the potential to undermine any independent investigation that might be held in the future.
21. Staff should be aware that making comments on social networking and other internet sites can potentially lead to disciplinary action, if a breach of confidentiality is made.

All Staff, Agency Staff, LAB Members, Students and Volunteer's will be required to read this policy and sign a copy of the Confidentiality Agreement.

Safeguarding:

The Learning for Life Partnership has a duty of care and responsibility towards pupils, parents/carers and staff. The care and safety of the individual is the key issue behind this document.

This policy should be read in conjunction with the school's Safeguarding, Whistle Blowing and Data Protection policies.

The Learning for Life Partnership

C/O Leighton Academy, Minshull New Road, Crewe, CW1 3PP

Tel: 01270 814016 Email: admin@tflp.co.uk



STAFF / AGENCY STAFF CONFIDENTIALITY AGREEMENT

Please read the policy carefully.

A clear, explicit and well publicised confidentiality policy ensures good practice throughout the school which staff can easily understand. The school needs to be clear about the boundaries of their legal and professional roles and responsibilities including Safeguarding and Child Protection procedures.

Sometimes parents / carers and families may wish to disclose information confidentiality to the school. The school needs to be clear about its position. It is important for the school to share information so that pupils can be safe, healthy, enjoy life and reach their potential but we need to do this in a way which meets our legal requirements and is understood by the school community.

This policy will be signed by all members of staff / Agency Staff at the beginning of their employment.

I can confirm I have read the confidential policy and agree to follow the procedures stated.

Print Name _____

Signature of member of staff _____

Position held within school _____

Date _____

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LAB Member Confidentiality Agreement

Please read the policy carefully.

Thank you for volunteering to be a LAB Member of this school. Your help and support in this role is greatly appreciated. In this role you are supporting the teaching and learning within this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold the School's / Trust's Confidentiality Policy. This means you will not share pupil and staff information with anyone other than those who are directly involved.

Examples of confidential information are:

- Information about staff and pupils.
- Information about actions of the LAB that are not published in the LAB minutes.
- Information accessed by 'privilege' e.g. notices on the staff noticeboard.
- Information about future school plans / actions that have not been disclosed to parents / carers / Trust.
- I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.
- I further understand that disclosure of confidential information may result in termination of my membership of the LAB.

I can confirm I have read the confidential policy and agree to follow the procedures.

Print Name _____

Signature of LAB Member _____

Date _____

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Student / Work Experience Confidentiality Agreement

Please read the policy carefully.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold the School's / Trust's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are:

- Information about staff, pupils and events that occur in school.
- Information accessed by 'Privilege' e.g. notices on staff noticeboards / conversations.

If you see something in school that concerns you, please discuss the matter with the Principal.

You must never use information about individual pupils outside the school without parental permission (photographs / names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that disclosure of confidential information may result in me no longer being allowed to continue my placement.

I can confirm I have read the confidential policy and agree to follow the procedures.

Print Name _____

Signature of Student / Helper _____

Date _____

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Voluntary Helper Confidentiality Agreement

Please read the policy carefully.

Thank you for volunteering to be a helper / volunteer at this School / Trust. Your help and support in this role is gratefully appreciated. In this role you are supporting the teaching and learning within this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold the School's / Trust's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are:

- Information about staff and pupils and events that occur in school. For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent any misunderstanding, it would be better you advise the parent to contact the school office and request to talk to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboards / conversations.

If you see something in school that concerns you, please discuss the matter with the Principal.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer helper.

I can confirm I have read the confidential policy and agree to follow the procedures.

Print Name _____

Signature of Helper _____

Date _____

Signature of School Representative _____

Date _____