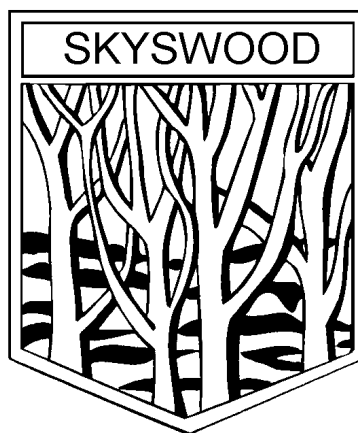


Skyswood Primary & Nursery School

Confidentiality Policy



March 2020

Review Date – March 2022

Aims

- To protect the child at all times
- To give all staff involved clear, unambiguous guidance as to their legal and professional roles
- To ensure good practice throughout the school which is understood by pupils, parents/carers and staff
- To ensure that personal data is protected in line with GDPR requirements.

Rationale

The issues: confidentiality and trust, are valued in our school community. We seek to provide a safe and secure learning environment. 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.

This applies to:

- Pupil/parent relationships with the school
- Staff/school management team working relationships
- Staff/pupil relationships with the Governing Body
- Matters within the remit of the Governing Body

The school currently has existing policies which deal with specific issues of confidentiality and this policy is intended to supplement the following:-

- School Privacy Policies (Data Protection)
- Child Protection Policy
- The requirements of the Freedom of Information Act

Objectives

- To provide consistent messages in school about handling information about children once it has been received
- To foster an ethos of trust within the school
- To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
- To ensure that confidentiality is a whole school issue and that in lessons clear guidelines / rules are set for the protection of all
- To understand that health professionals are bound by a different code of conduct
- 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

General Guidance

It is not possible to detail within this policy every potential situation which may be “confidential”. The following are examples of situations where confidentiality is expected:

- All issues concerning the education, discipline, emotional/physical welfare of any child observed, reported or recorded
- All issues arising from any of the above concerning that child’s parent/carer
- All issues of appointment/monitoring, discipline or welfare of any member of the school’s staff
- All issues subject to the legislation above (conduct of Governors and Governing Body meetings)

Governors

Governing Body meetings are not open to the public by right. The Governing Body may choose to invite those who are not Governors to a meeting, though they are likely to be asked to leave if confidential issues are discussed.

The way in which any individual Governor votes, expresses an opinion involving a named person, or partakes in any discussion concerning any critical or sensitive item, is always regarded as confidential.

The minutes of any parts of such a meeting which are deemed “Confidential” are kept separate and not made available for inspection with other minutes. (Subject to compliance with the Freedom of Information Act).

Governors have a responsibility to keep any information that they discuss confidential.

Principles and Practice

- All information about individual children is treated as private and only shared with those staff who need to know
- All social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than school staff
- Any information regarding Child Protection is managed in line with the school’s Child Protection Policy
- 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 by these categories but individual children are not able to be identified
- Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as sex and relationships, and drugs

- Even when sensitive information appears to be widely known it is not assumed by those immediately involved that it is appropriate to discuss or share this information further
- Health professionals have their own code of practice dealing with confidentiality
- When children start at Skyswood Primary and Nursery School parents are asked for their consent for the use of photographs on the website, in newsletters or in the local press. Full names are never given alongside photographs of children
- All personal information about children including social services records are regarded as confidential

Monitoring and Evaluation

The policy will be evaluated against the stated aims and objectives, as part of the review cycle.

Roles and Responsibilities

The Headteacher has responsibility for monitoring this policy. All staff are responsible for its implementation.