

South Baddesley CE Primary School Confidentiality Policy

This policy provides guidance and information on confidentiality procedures in the school for staff, pupils, parents/carers and governors.

At South Baddesley CE primary School the needs of the pupils are put first and confidentiality procedures ensure a safe and secure provision for all. This policy enables a culture of trust and transparency to be fostered.

This policy has been developed alongside the school policies for:

- Child Protection
- Health & Safety
- Behaviour & Anti-Bullying
- SBS Acceptable use of IT Policy
- SBS Equality Policy and Data Protection

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. All staff, Governors and visitors are expected to work within the guidelines of this policy which conform to legislation and government guidelines and which protect confidentiality.

In practice this means:

- using the school's secure systems for recording personal records of behaviour, educational needs, medical and/ or Safeguarding concerns,
- not discussing pupil or family personal matters in a general way or with individuals who do not require this information,
- all gossip is actively discouraged,
- always encouraging pupils to talk to their parents or carers about any anxieties they may have, while at the same time offering support for individuals and families from staff specialising in pastoral care,
- acknowledging that the school cannot offer unconditional confidentiality,
- ensuring 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,

- 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. However parents should be aware that information about their child will be shared with the receiving school when they change school,
- addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school and the school
- actively promotes a positive ethos and respect for individual rights and differences.

Monitoring and evaluation

This policy will be reviewed as part of the schools monitoring cycle.

The Head teacher and Governors have responsibility for monitoring this policy. Everyone in the school has a duty of care and responsibility towards pupils, parents/carers and staff. In addition, the school 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.

Review date: January 2024