

SOUTH BADDESLEY C E PRIMARY SCHOOL

CONFIDENTIALITY POLICY

AIM

All members of staff are clear about the levels of confidentiality that they can offer to the school community and can expect themselves

OBJECTIVE

For everyone to understand the varying levels of confidentiality which might be offered in different circumstances

DEVELOPMENT OF THE POLICY

This policy has been developed with reference to the documents itemised in the HCC document 'Guidance in writing a Confidentiality Policy' June 2006.

It links to the following School Policies:

- ❖ Child Protection
- ❖ Health & Safety
- ❖ Behaviour & Discipline
- ❖ PSHE
- ❖ Anti-Bullying
- ❖ Drug Abuse
- ❖ Equality

The policy has been developed by the Headteacher, PSHE Co-ordinator, SENCo, Staff and Governors.

INVOLVEMENT IN THE POLICY

This policy applies to:

- ❖ All teaching and non-teaching staff employed at the school
- ❖ All visiting staff working with children on the school site in the school day
- ❖ Staff from external agencies on the school site
- ❖ Governors
- ❖ Voluntary helpers

Training will be through:

Staff meetings
INSET
Child Protection course
Induction of new staff

REFERENCE TO THE POLICY

This policy should be publicised to all in the school community through:

The school prospectus
Job application details
The school website
School policy files

Procedure:

- In our school we wish all children to feel happy, safe and secure and children are encouraged to share any concerns with an adult
- Whenever a child first begins to talk about something where confidentiality may become an issue, it must be made clear that unconditional confidentiality cannot be offered. Where it is necessary to break confidentiality with a child for reason of safeguarding, the child must be informed and reassured that his or her best interests will be maintained.
- We recognise that at times there may be family issues that might affect a child and which the family will only disclose to us if they can be assured that the information will be treated as confidential. We will respect the wishes of the family and where it is felt necessary to share the information given to us this will be discussed with the parents. However, if a child is considered to be at risk or there is an overriding child protection or safeguarding concern, confidentiality will not be maintained.
- Pupils should be made aware of any specialist services available to them.
- If there are concerns that a child is at risk of significant harm the Designated Safeguarding Lead must be informed immediately and it may be necessary for other agencies to become involved. The schools Child Protection Policy provides further advice and guidance.
- All members of staff may expect that their personal situations and health will remain confidential unless it impinges on their terms of contract, endangers children or other members of staff, there is a legal obligation to disclose such information, it is necessary for legal proceedings, or despite the duty of confidence, the staff members interest or the wider public interest justifies disclosure.
- Confidentiality may not be provided where significant illegal issues are involved.
- Staff personnel records are kept in a locked cupboard and access is restricted to the SMT and, with the permission of the Headteacher, to admin staff.
- The children's individual records, SEN files and confidential files are kept in a locked cupboard and access is restricted to admin staff, the SMT or other staff members with appropriate permission. Confidential documents are stored in separate files from pupil records.
- It is intended that the school Governing Body should be as open and transparent as possible and the agreed minutes of meetings are available for inspection by members of the public. However, if the Governing Body or one of its committees decides that any matter should be treated as confidential, the minutes of that part of the meeting will be kept separate and not made available for inspection.

- Governors can normally expect that their personal information will remain confidential unless it makes their position in the school untenable or endangers pupils or staff.

Data

We collect information about your child and hold it to:

- Support your child's teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well school is doing

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to. We follow Hampshire guidelines on information sharing.

We are required to pass some information about your child to the local authority and the DfE. We also exchange information with the school nurse and other support agencies.

Responsibilities

Headteacher:

- To have responsibility for say to say implementation of the policy.

Governing body:

- To monitor the policy through staff and pupil well being committee.

REVIEW OF THE POLICY

This policy was agreed in Spring Term 2016.

This is the responsibility of the Headteacher and Governors.

Agreed by Governors January 2016.