



## **Confidentiality Policy**

### **Brierley CE (VC) Primary School**

<b>Approved by:</b>	Governing Body	<b>Date:</b> Autumn 2023
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<b>Last reviewed on:</b>	September 2023
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<b>Next review due by:</b>	September 2024
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## **Our Vision**

Though we are many, we are one body. Together, we learn and grow.

God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.

In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.

Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.

Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

## **Aim**

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by the pupils, parents/carers and staff.

## **Rationale**

1. Brierley CE Primary school seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment.
2. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues that may arise about confidentiality.
3. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.
4. The school is mindful that it is placed in a position of trust by all, and there is a general expectation that a professional approach will be used in all matters of confidentiality.

## **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, parent and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.

- To ensure that pupils and parent/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground 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
- To ensure that visiting students have an understanding of the importance of confidentiality in school and what is expected of them in terms of confidentiality

### **Guidelines**

- All information about individual children is private and should only be shared with those staff that have a need to know.
- 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.
- The school continues to actively promote a positive ethos and respect for the individual
- The school has appointed a senior lead teacher for child protection who receives regular training.
- Child protection information is kept in a locked drawer with only the designated teachers having access to it
- There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.
- Staff are aware that effective Sex and Relationship Education (SRE) which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- Information gathered for one purpose should not be used for another.
- Parents/ carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

- The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/ carers about issues that are causing concern. The school encourages children to talk to parents/ carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure before going to inform the correct authorities.
- Parents/ carers and children should feel reassured that only in exceptional circumstances will confidentiality be broken.
- 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 identified.
- The school has appointed a senior member of staff as Child Protection Officer. Staff understands child protection procedures and training is undertaken every two years.
- 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 such as SRE and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/ carers and children.
- Photographs of children should not be used without parents/ carers permission especially in the press and Internet. At no time should the child's name be used with a photograph so that they can be identified. The school gives clear guidance to parents/ carers about the use of cameras and videos during public school events.
- 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 especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they move.
- All personal information about children 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.
- Allegations will be dealt with confidentially in order to protect the victim and the perpetrator's identity as far as possible.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meeting and social services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing.
- Logs of administration of medication to children should be kept secure and each child should have their own individual log.
- In all other notes, briefing sheet etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on unless in exceptional circumstances or to a receiving school.

- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied on to different coloured paper. Governors must observe complete confidentiality when asked to do so by the governing body, especially in matters concerning individual staff, pupils or parents. Although decisions reached at governor's meetings are normally made public through minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

#### **Monitoring and Evaluation.**

- The policy will be reviewed as part of the schools monitoring cycle.
- The PHSE scheme of work, Sex and Relationship policy and Drug policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
- The Head teacher has responsibility for monitoring this policy

September 2023