



Woolpit Primary Academy
NURTURE • RESILIENCE • INSPIRATION • RESPECT

Confidentiality Policy

January 2021

Reviewed By	Sarah Clayton
Signature	
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Our vision:

Our core values are; **Nurture, Resilience, Respect, Inspiration**, which are at the heart of all we do. This is to ensure children leave Woolpit Primary Academy with a love of learning, as resilient individuals who are prepared for their futures. Our nurturing approach will ensure all pupils grow into well-rounded individuals with healthy minds. Children will leave our primary school as respectful members of the community; inspired to learn and motivated to achieve.

Confidentiality Policy

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 pupils, parents/carers and staff.

- The school seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality.
- 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. Sharing information unnecessarily is an erosion of trust.
- 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.

Objectives

1. To provide consistent messages in school about handling information about children 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 children 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 procedure is 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 a different code of conduct.
11. To ensure that parents have a right of access to any records school may hold on their child but not to any other child that for whom they do not have parental responsibility.

Practice in School

1. All information about individual children is private and should only be shared with those staff who have a need to know. Requests for information about children should always be directed to the class teacher or the headteacher.
2. All social services, medical and personal information about a child must be held in a safe and secure place which cannot be accessed by individuals other than school staff.
3. The school actively promotes a positive ethos and respect for the individual:
 - a. The Headteacher is responsible for child protection and receives regular training.
 - b. All staff have regular training on child protection issues.
 - c. There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.

- d. Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
 - e. Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - f. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and must be reported to the headteacher.
 - g. Information collected for one purpose will not be used for another.
4. The Headteacher and a senior teacher are the 1st and 2nd named professional for Child Protection. A Governor is also named for Child Protection, to ensure that correct procedures are followed and staff are sufficiently supported. Child protection procedures are understood by staff and training is undertaken every three years.
 5. Where appropriate, parents/carers and children are made aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
 6. 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 will share with parents any child protection disclosure before going on to inform the correct authorities, unless it is considered against a child's best interest.
 7. Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
 8. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. Although data is generated in school by these categories, individual children are not identified.
 9. Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PSHE session dealing with sensitive issues such as death etc. 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. 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.
 10. Health professionals have their own code of practice dealing with confidentiality. Staff are made aware of children with medical needs and the information for the whole school is made available to them, but not on general view.
 11. Photographs of children must not be used without parents/carers permission especially in the press and on the internet. At no time will a child's name be used with a photograph so that they can be identified. Children's photographs to identify their medical needs are only used with parents' consent. This policy should also be read in conjunction with the guidance contained in the Acceptable Use of ICT policy.
 12. Information about children will be shared with parents but only about their own child. Parents do 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.
 13. All personal information about children, including social services records, should be regarded as confidential. 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 circulated in envelopes and once read should be returned for secure filing. Logs of administration of medication to children is kept securely. In all other notes, briefing sheets etc a child is not identified.
 14. Addresses and telephone numbers of parents will not be passed on except in exceptional circumstances or to a receiving school.

Monitoring and Evaluation

1. This policy will be reviewed every 3 years.
2. The Headteacher, Senior Management Team and Child Protection Governor have responsibility for monitoring and reviewing this policy.

Conclusion

Our schools have a duty of care and responsibility towards pupils, parents/carers and staff. It also 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.