



Yaxham Primary School

Confidentiality Policy

" Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church and Parish at diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils."

Yaxham C of E VA Primary School
Confidentiality Policy

Introduction

Yaxham C of E VA Primary School seeks to put the child at the heart of the learning 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.

Yaxham School 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.

Policy Statement

Yaxham C of E VA School respects everyone's right to privacy. Everyone in school will be expected to work within the policy guidelines whether they are employees, voluntary helpers or visitors. Extreme care and consideration will be taken over any decisions to break this confidentiality and will be discussed with the Headteacher in the first instance.

Aims and Objectives

We aim to –

- protect the child at all times.
- give all staff involved clear, unambiguous guidance as to their legal and professional roles.
- ensure good practice throughout the school.
- ensure everyone including pupils, parents/carers, staff and Governors understand the Confidentiality Policy and Procedures.
- provide consistent messages in school about handling information about children once it has been received.
- foster an ethos of trust within the school.
- ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality

Personal Disclosures and Breaking Confidentiality

Confidentiality will only be broken when someone is considered at risk from harm.

If staff have concerns about a disclosure made by a child then they will follow the Child Protection Procedures in school. Any further action taken will have considered the best interests of the child first and foremost and be in line with the School's Child Protection Policy.

The headteacher should be made aware of any concerns regarding staff, these concerns should be investigated and correct procedures followed.

Guidelines

The school actively promotes a positive ethos and respect for the individual and adheres to the following 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 records about a child are held in a safe and secure place which cannot be accessed by individuals other than school staff.
- The school has a designated teacher for Child Protection who receives regular training.
- There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection. This is updated every 3 years.
- There is clear guidance for procedures if a member of staff is accused of abuse.
- 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.
- 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 school's discipline policy.
- Information collected for one purpose should not be used for another.
- Parents/carers are made aware of Child Protection procedures and that the school cannot guarantee total confidentiality and 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.
- 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 school by these categories but individual children should not be identifiable.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSCE sessions dealing with sensitive issues such as sex and relationship and drugs.
- 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.
- 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 will not be used without parents/carers permission especially in the press and on the internet. At no time will the child's name be used with a photograph unless specific permission has been given.
- The school gives clear guidance to parents 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 will not have access to any other child's books, marks and progress reports 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.

- All personal information files about children including social services records are confidential. It should be clearly understood who will have access to them and whether those concerned have access to all, or only some of the information. 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 will be kept secure in the office.
- Addresses and telephone numbers of parents and children will not be passed on except 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. Any papers relating to these issues should be marked as confidential and should be destroyed after discussion. Governors must observe complete confidentiality when asked to do so by the Governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at Governors' meetings are normally made public through the 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.

Social Networking applications

Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.

Must not be used to discuss or advise any matters relating to school matters, staff, pupils or parents.

References should not be made to any staff member, pupil, parent or school activity / event unless prior permission has been obtained and agreed with the Head Teacher. All should be aware that if their out-of-work activity causes potential embarrassment for the school or detrimentally effects the school's reputation then the school is entitled to take disciplinary action.

Conclusion

Yaxham C of E VA Primary School has 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.

Policy agreed by staff: October 2014

Policy agreed by Governors: October 2014

Next Policy Review: October 2019