



Confidentiality Policy

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 pupils, parents/carers, staff, visitors and Governors.

The following policies and procedures should also be considered in conjunction with the confidentiality policy:

Safeguarding policy

PSHCE policy (Personal, Social, Health Education policy)

Sex and Relationships Education policy

Visitor's policy

Privacy Notices

Code of Conduct for staff and governors

Confidentiality Agreement for staff and governors

Governor visits policy

Suffolk County Council locally managed schools procedures: - Harassment procedure, Disciplinary, Capability and Grievance procedures and disclosure of malpractice (Whistle Blowing).

Rationale

Barningham CEVC Primary 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.

Pupils

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHCE sessions dealing with sensitive issues such as sex and relationship 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. Barningham CEVC Primary School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. 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.

Pupils should never be offered unconditional confidentiality.

Confidentiality issues delivered as part of the curriculum will be delivered in an age appropriate context.

Photographs of children are not used without parents'/carers' permission, especially in the press and on the internet. At no time should the child's name be used with a photograph so that they can be identified on the public area of the school web site.

Information stored about pupils is stored in secure areas of the school and accessed on a need to know basis.

Staff and visitors

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. Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND 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. In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents/ carers and children will not be passed on except in exceptional circumstances or to a receiving school.

Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and information should be accessible to staff who need that information but not on general view to other parents/carers and children.

Information held in the school about staff and visitors should be regarded as confidential and maintained in secure environment within the school

Any training requirements will be addressed through CPD.

All staff, volunteers and governors are required to complete a Confidentiality Agreement when starting.

Parents and carers

Information about children will be shared with parents and carers but only about their child.

Parents and carers should not have access to any other child's books, marks and progress grades at any time especially at parents evening. However parents and carers should be aware that information about their child will be shared with the receiving school when they change school.

Governors

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 onto different coloured paper. These confidential papers should be destroyed. 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. Information held in the school about Governors should be regarded as confidential and held in a secure place within the school.

Monitoring and Evaluation

This policy will be reviewed as part of the Governing Body's programme of review by the Steering Committee every year. The policies listed above will be reviewed separately but with due regard to the confidentiality policy. The Head Teacher has responsibility for monitoring this policy. Following any curriculum monitoring, a positional statement is written which contributes to the School Development Plan.

Conclusion

Barningham CEVC Primary School has a duty of care and responsibility towards pupils, parents/carers, staff and Governors. 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.

This policy will be reviewed by the Steering Committee on an annual basis.

Reviewed January 2022 Review date: January 2023