


# Confidentiality policy

| Date Approved | Committee responsible for review of policy | Next Review Date | Policy on Website | Statutory Policy |
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| May 2024 | FGB | May 2027 | No | No |

Headteacher: Mrs Emma Humphrey

**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 and staff.

**Rationale**

Anstey Junior 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 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 or Prevent issues then the correct procedure is followed.
9. To ensure that confidentiality is approached as a whole school and that in all activities 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 understand that confidential information needs to be shared with other professionals when appropriate (e.g. child protection procedures).
12. To ensure that parents have a right of access to any records the school may hold on their child in accordance with the Freedom of Information Act (2000) and Data Protection Act (1998). Including issue of privacy notice for new starters.

**Guidelines**

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, medical and personal information about a child should be held in a safe place which cannot be accessed by individuals other than school staff.

3. The school continues to actively promote a positive ethos and respect for the individual:

   a) The school has appointed a senior lead teacher for child protection who receives regular training.

   b) There is clear guidance for the handling of child protection and Prevent agenda incidents and all staff have regular training regarding child protection and Prevent.

   c) There is clear guidance for procedures if a member of staff is accused of abuse.

   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 family matters in a sensitive manner.

   f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.

   g) Information collected for one purpose should not be used for another.

4. 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.

5. The school prides itself on good communication with parents and carers. Staff are always available to talk to both children and parents/carers about issues of concern. The school encourages children to talk to parents/carers about issues of concern and may give actively support this process. The school will share with parents any child protection disclosure, unless advised not to do so by police, social services or the legal team.

6. Parents, carers and children should feel reassured that only in exceptional circumstances will confidentiality be broken.

7. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs

8. The school has appointed a senior member of staff as Designated Safeguarding Lead (DSL). Training is undertaken in accordance with regulations.

9. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PDL sessions dealing with sensitive issues such as sex, relationships and drugs. Strategies are in place to support and enable children to deal with sensitive issues. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. It may not be appropriate to discuss or share this information further.

10. 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.

11. 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 without parental consent. The school gives guidance to parents about the use of cameras and videos during public school events.

12. Information about children will be shared only with their own parents. Parents should not have access to any other child's books, marks and progress grades at any time. However, parents should be aware that information about their child will be shared with the receiving school when they change school. 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. Health reports and SEN reports will be circulated in a confidential manner 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 sheets etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

13. Governors need to be mindful that from time to time confidential items will need to be discussed or brought to their attention. Any documentation should be marked as confidential and should be copied onto different coloured paper which may be destroyed when no longer relevant. 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 and Governors should exercise the highest degree of prudence when discussions of potentially contentious issues arise outside the governing body.

**Monitoring and Evaluation**

1. The policy will be reviewed as part of the school's monitoring cycle.
2. The PDL scheme of work, Sex and Relationship Policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year group.
3. The Headteacher has responsibility for monitoring this policy.

**Conclusion**

The care and safety of the individual is paramount at Anstey Junior School. The school has a duty of care and responsibility towards pupils, parents/carers and staff. Confidential issues may need to be shared with a range of outside agencies on a professional basis. Confidential information should only be discussed in the forums as outlined in this policy.

**Evaluation and Monitoring**

SST will evaluate and monitor the effectiveness of this policy and will report directly to Governors'