



## CONFIDENTIALITY POLICY

[www.wattonatstone.herts.sch.uk](http://www.wattonatstone.herts.sch.uk)

*Watton at Stone Primary and Nursery school is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment.*

### **1. PRINCIPLES**

- The duty of confidentiality owed to a person under the age of 16 in any setting is the same as that owed to an adult;
- The Governing Body will act in accordance with Section 175 of the Education Act 2002 to safeguard and promote the welfare of pupils in school;
- The Governors and Staff of the school also have a duty to abide by the confidentiality policy as regards information about staff and other adults that work in the school;
- The school follows the inter-agency Child Protection Procedures, adopted by Hertfordshire County Council, which is updated regularly;
- This policy should be read in conjunction with the school's Sex and Relationships Education Policy, Child Protection policy, Drugs Education Policy, Behaviour Policy, Code of Conduct for Staff and Teaching Assistant Guidance Pack.

### **2. AIMS**

- To enable all members of the school community to feel confident that personal issues will only be discussed with or divulged to people on a 'need to know basis';
- To ensure everyone working on behalf of the school do so with a clear and consistent understanding of their professional responsibilities;
- To safeguard the integrity of the school.

### **3. PROCEDURES IN PLACE**

- Staff members at Watton at Stone Primary and Nursery School need to be aware of external agency policies and the differences between these agencies' policies and those of the school, in particular the difference in levels of confidentiality offered ie: teachers, school nurses and other health professionals;
- If any questions or concerns arise related to child protection issues all staff members should be aware of the named child protection officer and referral procedures (Refer to Child Protection Policy).

#### **4. SHARING AND STORAGE OF INFORMATION**

- The information kept by the school on pupils is identified in the Publishing Scheme and the school is bound under the legislation within the Data Protection Act under which the school is registered;
- Personal information on children and families is kept in secure storage in the school office and its distribution is closely monitored by the administrative staff. Parents do not have access to information about any other child. No information about children is divulged to parents that do not have parental responsibility/ parental rights. Information on Prohibitive Court Orders etc is kept in the Head's office;
- Should information about children need to be shared with outside agencies then the parents are kept informed;
- Any information or talk which is heard regarding any school issues will not be passed to or discussed with anyone outside of the school;
- Information about the school and current strategies and developments should only be shared with parents and members of the wider community through the appropriate channels, ie: newsletter, governors annual report to parents etc. It is best to remember that 'if it hasn't been put in the newsletter it is not for public consumption';
- Information on SEND and Child Protection is shared on a 'need to know basis' and any queries on appropriate access should be directed to the Inclusion Leader or Designated Senior Person with Responsibility for Child Protection.

#### **5. GOVERNORS**

- It is the Governors' role to ensure that the confidentiality policy is reviewed annually;
- All Governors are required to adhere to the school's confidentiality policy in all their dealings with parents and other members of the school / local community;
- All Governors, as part of their Induction programme, are informed about the importance of confidentiality;
- Governors will be asked to sign the attached confidentiality agreement when they are appointed and to re-confirm their understanding of it whenever their DBS (or equivalent) becomes due.

#### **6. ROLE OF STAFF**

- Children are encouraged to seek advice from an appropriate adult within school and should be aware that there are adults within school that they can talk to about sensitive personal issues (in an age appropriate way);
- The school should make it clear to teaching assistants and other school staff, that they are not able to offer pupils or their parents unconditional confidentiality. In most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues;
- If staff receive information about behaviour likely to cause harm to the pupil or to others, they must pass it on to the school's named child protection officer in line with child protection procedures;
- Teachers, teaching assistants, lunchtime supervisors, administrative staff and governors are not permitted to discuss any details of pupils or their families with other parents;

- Should a teaching assistant, governor or fellow teacher be approached by a parent enquiring about a current or past pupil, whether it is their own child or not, then they are directed to address their questions to the class teacher or headteacher;
- Minutes of staff meetings are available for staff and governors only;
- Personnel details and issues relating to employment of staff remain confidential to the people directly involved with personnel administration;
- Staff will be asked to sign the attached confidentiality agreement when they join the school and to re-confirm their understanding of it whenever their DBS (or equivalent) becomes due.

|                           |                |
|---------------------------|----------------|
| Head Teacher:             | Zoe Hussain    |
| Inclusion Leader:         | Andrea Hawkins |
| Designated Senior Person: | Sukhi Gill     |

## **7. AGENCIES AND VISITORS**

- Staff should check with the Headteacher or Inclusion Leader prior to liaising with agencies to ensure correct protocols are followed. Agency contact details are available from the Inclusion Leader or school office;
- All non-teaching staff including voluntary helpers should report any disclosures by pupils or parents/carers to the Designated Senior Person as soon as possible after the disclosure in an appropriate setting;
- Health professionals are bound by their professional codes of conduct in a one-to-one situation with individual pupils, but in a classroom situation they should follow the school's confidentiality policy;
- Wherever possible agencies will work in partnership with the school to ensure the best outcome for the pupils involved.

## **8. PARENTS/CARERS**

- Watton at Stone Primary and Nursery school will ensure parents are clear about the school's confidentiality policy and the role of teachers and staff working within the school (this includes the pupil's right to confidentiality).

|                         |                     |
|-------------------------|---------------------|
| <b>Last Author:</b>     | Robin Baynham       |
| <b>Date:</b>            | Summer Term 2016    |
| <b>Status:</b>          | Statutory           |
| <b>Owning role:</b>     | Full Governing Body |
| <b>Review schedule:</b> | Annually            |



## CONFIDENTIALITY AGREEMENT

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*Watton at Stone Primary and Nursery school is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment.*

To ensure that all information is treated as confidential and therefore cannot be divulged outside the school, all persons will be asked to sign this confidentiality agreement.

Potential confidentiality issues will be considered before the appointment of any member of staff.

Any breach of this agreement will be treated seriously and regarded as misconduct and will result in disciplinary proceedings or other appropriate action being taken by the School Management.

Staff and Governors will be asked to re-sign this agreement whenever their DBS (or equivalent) becomes due.

I .....confirm that I understand the school's Confidentiality Policy and agree to abide by its terms and agree to keep all information I might become privy to confidential.

Signed.....

Position held in school.....

Date.....