

# HORNSEA BURTON & SKIPSEA FEDERATION

## Confidentiality Policy

### Aims

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

Hornsea Burton and Skipsea Primary Schools 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 different code of conduct.
11. To ensure that parents/guardian have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

### 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 and secure 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 the Headteacher for child protection who receives regular training.
  - b) There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
  - c) There is clear guidance for procedures if a member of staff is accused of abuse (see separate policy).
  - 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 should follow the schools procedures for reporting any incidents.
- 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 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 would share with parents any child protection disclosure before going on to inform the correct authorities unless by doing so it would put the child at greater risk.
6. Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will 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. A lot of data is generated in schools by these categories but individual children should not be able to be identified.
8. The school has appointed the Headteacher as Child Protection Officer. Child protection procedures are understood by staff and training is undertaken regularly for all staff.
9. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE session 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. 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.
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 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. All parents and carers are asked to complete a consent form re photographs (see appendix a). Children's photographs should not be used in a medical room identifying their medical need. The school gives clear guidance to parents about the use of cameras and videos during public school events.
12. Information about children will be shared with parents but only about their child. Parents should 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. 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, 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 should be kept secure. 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 issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. 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 arise outside the governing body.

### **Monitoring and Evaluation**

1. The policy will be reviewed as part of the schools monitoring cycle.
2. The Head teacher has responsibility for monitoring this policy.

### **Conclusion**

Hornsea Burton and Skipsea Primary Schools 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.

This policy was reviewed in Summer 2017 and no changes were needed. It will be reviewed every two years unless an incident occurs which requires amendments to be made sooner.

APPENDIX A  
**CONSENT FORM FOR PHOTOGRAPHS**

**NAME OF PARENT OR GUARDIAN:** \_\_\_\_\_

**NAME OF CHILD:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

Occasionally we may take photographs/videos (referred to as images from now on) of the children at our school. We may use these images on school display boards, in pupil books or learning journeys as evidence of their achievements, in our school's prospectus or in other printed publications that we produce as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring and evaluating learning and teaching, recording performance e.g. school plays and productions or other educational use. From time to time, our school may be visited by the media who will take images or record interviews or take film footage of a visiting dignitary or other high profile or charity event. These type of activities help to raise the profile of the school in the local and wider community as well as celebrate the achievements of the pupils and the work of the school community. Pupils will often appear in these images or recordings, which may appear in local or national newspapers, or on radio or televised programmes. *Please note we have recently been made aware that in this modern age, many newspapers now have online copies of their papers and some also tag photos and articles to their newspaper's social network sites.*

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child.

Please answer the questions below by circling your answer to each question, then sign and date the form where shown and return the completed form to the school office.

May we use your child's image in school on school display boards and in their work/learning journeys to record their achievements?      YES / NO

May we use your child's image in the school newsletter, school prospectus and other printed publications that we produce for promotional and informative purposes?      YES / NO

May we use your child's image on our website?      YES / NO

May we use your child's image on our social media sites (if we have any)?      YES / NO

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

May we record your child's image on video or webcam?      YES/ NO

Are you happy for your child to appear in the media (eg on the radio, in the newspaper, on social network sites, on the TV)?      YES / NO

*Please note that the conditions for use of these images are on the back of this form. I HAVE READ AND UNDERSTOOD THE CONDITIONS OF USE ON THE BACK OF THIS FORM.*

Parent's or Guardian's Signature: \_\_\_\_\_

Name (capitals): \_\_\_\_\_

Date \_\_\_\_\_

**CONDITIONS OF USE**

This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

We will not re-use any images or recordings after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications. However, we may use first names.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications.

If we use images of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.

We may include pictures of pupils and staff that have been drawn by the pupils.

We may use group or class images or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

If we publish children's work then it will only be accompanied by the child's first name and year group.

We believe the above is a sensible response and a balanced approach to ensuring the work and successes of the pupils and the school can be celebrated whilst maintaining a balanced view on security and privacy.