

Sparsholt Primary School
CONFIDENTIALITY POLICY

Introduction

All schools are asked on occasions to keep information confidential. This can relate to a variety of issues including family matters, drug use, abuse or other dangerous or illegal activities. Confidentiality is a whole school issue, therefore it is important that all members of the school community follow the same clear and explicit policy. Pupils, parents, carers and governors have worked together to develop our policy and been made aware of how it works in practice.

Aims

1. To maintain an ethos of trust within the school
2. To protect the child at all times
3. To reassure the children that their best interests will be maintained
4. To encourage pupils to talk to a trusted adult if they are having problems of any sort
5. To give clear guidance to all members of the school about confidentiality
6. To give staff confidence to deal with sensitive issues
7. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
8. To ensure that pupils and parents/carers are reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately
9. To ensure that if there are child protection issues then the correct procedure is followed (see Child Protection policy)

Process

1. All information about individual children is private and is only shared with those staff that have a need to know.
2. All social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than school staff.
3. 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.
4. The school has a member of staff as Child Protection Officer (Head Teacher).
5. Child protection procedures are understood by staff and training is undertaken annually (see Child Protection policy).
6. It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
7. When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters including behaviour issues

outside the classroom. They will be asked to sign a confidentiality code of practice and volunteer induction check list before working in the classroom.

8. Volunteers, students and supply teachers are asked to read this policy before working in school.
9. Information about children is shared with parents/carers but only about their child. Parents/carers do not have access to any other child's books, marks and progress grades at any time. However parents/carers are made aware that information about their child will be shared with the receiving school when they change school.
10. Photographs of children are not used without parents/carers permission especially in the press and Internet.
11. Governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
12. At full governing body meetings, where confidentiality matters are discussed, information will not be shared with persons outside the Governing body meeting. Confidential minutes are kept separately and are not published.
13. Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the head teacher's office and electronic records will only be available from the Head Teacher's and Admin Officer's computer (annual salary statements).

In Lessons

1. Ground rules and distancing techniques are used where sensitive issues are to be addressed.
2. Staff will not put pressure on pupils to disclose personal information and will discourage fellow pupils from applying any such pressure.

Personal Disclosures

1. If disclosures from pupils take place at an inappropriate place or time the member of staff will try to talk to the pupil concerned privately before the end of the day.
2. The member of staff may talk to an appropriate colleague, to decide on a suitable action, without giving the name of the pupil.

Equal Opportunities

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

However, staff may need to discuss an individual case with a class or group. For instance it can support the inclusion of a child with Asperger's Syndrome or Autism, if their peers are made aware of the condition and so have some idea of what to expect. Similarly a child with visual impairment can be supported if his/her friends know how to

look out for them in the playground. In such cases permission will be sought from the child and his/ her parents/carers.

Health Professionals

Health professionals have their own code of practice dealing with confidentiality when working in a one to one situation. When working in a classroom they are bound by relevant school policies.

This policy was drafted in discussion pupils, parents, carers and governors using guidance from Hampshire County Council and read in conjunction with child protection procedures.

Confidentiality Policy

Teacher responsible : Lindsay McCarthy

Amended and agreed by the staff : March 2015

Presented and agreed by CC governors : March 2015

Review date : March 2018