



Salford C of E Primary School

Confidentiality Policy

2016

Relationship to other policies

This policy relates to child protection, safer recruitment and induction of staff, communication and complaints policies.

Headteacher: Mrs M Waring

Chair of Governors: Mr A Cox

Date: Reviewed 27th September 2016

Signed copy in school office

This policy was drawn up following consultation with governors and school staff and will be reviewed in 2018.

Salford C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Aim

To protect children at all times and to give all school staff clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by children, parents/carers and staff. It is important that the whole school follows the same clear and explicit policy.

Staff and Governors put children at the heart of the learning process ensuring a safe and secure learning environment. They are 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. With this in mind we aim to;

- provide consistent messages in school about handling information about children once it has been received,
- foster an ethos of trust within the school and ensure that staff, parents/carers and pupils are aware of the school's confidentiality policy and procedures,
- reassure children that their best interest will be maintained and encourage them to talk to their parents and carers,
- ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.

Guidelines

- Staff are aware of the need to handle family issues (e.g. same sex parents/carers) in a sensitive manner.
- Any intolerance about gender, faith, race culture or sexuality is unacceptable and is sanctioned in line with our behaviour policy.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
- Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PHSE sessions dealing with sensitive issues such as sex and relationships and drugs. Staff are proactive so that children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it is not discussed or shared further.

Sharing Information

- Information about individual children is only shared with their parents/carers. Parents/carers do not have access to any other child's books or information about their progress at any time.
- All information about individual children is private and only shared with those staff that have a need to know.
- 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.
- Staff are aware of children with medical needs and a class information sheet is accessible to staff who need that information. This information is not on general view to other parents/carers and children.

Child Protection

- Designated Safeguarding Leads are: Headteacher and Senior Teacher, who undertake refresher training every 2 years. Child protection procedures are understood by staff and whole training takes place regularly.
- We ensure that if there are child protection issues then the correct procedure is followed as outlined in the school's Child Protection policy.

- Matters of Child Protection are made known to staff on a need to know basis.
- Parents/carers and children are made aware that the school cannot guarantee total confidentiality as we have a duty to report child protection issues but they are reassured that only in exceptional circumstances is confidentiality broken.
- We ensure that parents/carers have a right of access to all records held on their own child(ren), except those relating to child protection issues.
- Staff are aware that effective Relationships and Sex Education (RSE) which brings an understanding of what is and is not acceptable in a relationship can lead to disclosure of a child protection issue.

Sharing Information with receiving schools

- Parents/carers are 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, is regarded as confidential. Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports are forwarded to the appropriate professionals in sealed envelopes and securely filed.
- Logs of administration of medication to children are kept secure and each child has their own individual log. Addresses and telephone numbers of parents/carers and children are not passed on except in exceptional circumstances or to a receiving school.

Health Professionals

Health professional are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working in a classroom situation they are bound by the relevant school policies. In line with best practice guidance, they will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting.

Scalford School Governors

Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers are marked as confidential and destroyed after the meeting. Governors observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at Governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based are regarded as confidential. Governors exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the Governing Body.

Governors sitting on Disciplinary Committees, do not divulge details about individuals [be they staff, families or individual children] to any person outside the meeting.

At full governing body meetings, matters such as pupil exclusion, personal issues and personal details of any member of the school community will be dealt with in the Headteacher's report under Appendix, 'Confidential'. This is not for knowledge of persons outside the governing body meeting. Minutes in 'Confidential' are recorded separately and are not published.

Further Guidance

For all children, parents/carers, members of staff and governors to enjoy privacy from gossip, for the school to be fair to all its community, and for children and adults to have disciplinary matters dealt with according to the school's own procedures and out of the eye of the wider school community it is important that:

- All members of the school community need to know and keep to the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns, including sex and relationships.
- The safety, well-being and protection of the child are paramount considerations in all decisions staff at this school make about confidentiality. If there is any doubt seek guidance from either the Head or Senior teacher or Human Resources at the LA.
- All school staff remain impartial and professional when discussing sensitive issues with pupils or adults in a confidentially appropriate environment.
- Staff should never put pressure on pupils to disclose personal information and should discourage fellow pupils from applying such pressure.
- Staff do not discuss details of individual cases arising in staff meetings with any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff do not enter into detailed discussion about a child's behaviour in the presence of another child in school.
- It is important that class teachers and LSA's 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.

Performance Management

Staff Performance Management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher's office.

Volunteers

When volunteers, such as parents/carers, work experience students and mentors are working in classes, they do not discuss educational matters outside the classroom. This includes cases of poor behaviour or pupil discipline to other parents/carers in the school. This allows teachers to deal with such matters in line with school policy. If they observe any behaviour which they are concerned with they should report it to the Head or Senior teacher .

Photographs

Photographs of children are not used without parents/carers permission.

Equal opportunities

Staff may wish to discuss an individual case with a class or group if, for example, they are wanting a class to support the inclusion of a child with Asperger Syndrome or Autism or any other condition which may cause the child to have significant needs. Similarly a child with visual impairment can be supported if other children in the school know how to look out for them in the playground. In such cases permission will be sought from his/her parents or carers.

Monitoring and Evaluation

- This policy will be reviewed as part of our monitoring cycle.
- Opportunities to deliver aspects of this policy to specific year groups will be identified through the teaching of PHSE, Relationship and Sex Education and Drug education.
- The Headteacher has responsibility for monitoring this policy.

Volunteers, students, and supply teachers are asked to read this policy before working in school. If anyone is unclear about any aspect of this policy, or observes any behaviour within school which does not adhere to this policy please talk to the Headteacher.