



Policy:	Confidentiality policy
Policy Date:	Spring 2023
Review Cycle:	3 years
Reviewer:	FGB
Approved:	Spring 2023
Next Review:	Spring 2023

Aim

We aim to protect all children 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

Chawton CE Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. We seek to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality. We 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. We are mindful that staff are 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. This policy should be read in conjunction with our data protection policy.

Objectives

- To provide consistent messages in school about handling information about children
- To foster an ethos of trust within the school.
- To ensure that staff, parents and pupils are aware of the school’s confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage pupils to talk to their parents and carers.
- To encourage pupils to be aware of confidentiality issues relating to their peers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by different code of conduct.
- To ensure that parents 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.

‘Let all that you do, be done in love.’ 1 Corinthians 16:14

*‘Be strong and **courageous**; do not be frightened or dismayed, for the Lord your God is with you wherever you go.’ Joshua 1: 5-9*

*‘If we walk in the light as He himself is in the light, we have **fellowship** with one another...’ 1 John 1-7*

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 safeguarding, medical and personal information about a child should be held in a safe and secure place which can only be accessed by appropriate staff with enhanced access.
3. The school actively promotes a positive ethos and respect for the individual:
 - i. The school has appointed a DSL for child protection who receives regular training
 - ii. There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
 - iii. There is clear guidance for procedures if a member of staff is accused of abuse.
 - iv. 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.
 - v. Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - vi. Information collected for one purpose should not be used for another.
4. 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.
5. All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.
6. The school has appointed a senior member of staff as Designated Safeguarding Lead. Child protection procedures are understood by all staff and training is revisited every year.
7. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other Personal Development sessions dealing with sensitive issues such as sex and relationship education 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.
8. Staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
9. Staff Performance Management is carried out confidentially.
10. Matters of child protection are made known to staff on a 'need-to-know' basis only. Class teachers and support staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
11. Volunteers, such as parents/carers and friends of the school do not discuss school matters in the wider community. Volunteers, students and supply teachers should read this policy before working in school.
12. Photographs of children will not be used without parents/carers permission especially in the press and internet. At no time will the child's name be used with a photograph so that they can be identified. The

school gives clear guidance to parents about the use of cameras and videos during public school events.

13. Information about children will be shared with parents but only about their child. 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 child protection records will be regarded as confidential.
14. Logs of administration of medication to children should be kept secure and each child should have their own individual log. Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it, but it is not on general view to other parents/carers and children. The exception to this is when the use of auto-injectors for life-threatening anaphylaxis reactions is necessary.
15. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. 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 arises outside the governing body.

Other Professionals

Multi-agency professionals are bound by their professional codes of conduct to maintain confidentiality.

Monitoring and Evaluation

1. The policy will be reviewed as part of the school's monitoring cycle.
2. The Head teacher has responsibility for monitoring this policy. Following any curriculum monitoring a positional statement is written which contributes to the School Improvement Plan.

Chawton CE Primary School 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. All personal information about children is confidential and should only be accessed by staff on a need to know basis. The care and safety of the individual is always paramount.

