



Confidentiality Policy

Policy Status

Statutory

We aim to protect all children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the school which is understood by children, parents/carers and staff.

Rationale

We put the child at the heart of the learning process and provide a safe and secure learning environment. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising our responsibility to use, hold and safeguard information.

Sharing information inappropriately, or 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.

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/carers and children are aware of the school's confidentiality policy and procedures and act upon them.
- To encourage children to be aware of confidentiality issues relating to their peers.
- To reassure children that their best interests will be maintained.
- To encourage children to talk to their parents/carers.
- To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that parents/carers have a right of access to any records the school may hold on their child but not to those of any other child that they do not have parental responsibility for

Guidelines

- All information about individual children is confidential and is only shared with those staff/adults that have a need to know.
- All safeguarding, medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff. **Designated Safeguarding lead, Mrs Tracy Wood, or in her absence the Deputies; Mrs K.Burke, Mrs H. Wright or Mr J. Newman.**
- We pride ourselves on good communication with parents/carers and staff are available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children in talking to them.

- All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.
- All children, parents/carers, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community.

It is important that:

- Staff do not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff discusses an individual child's behaviour/situation etc. in the presence of another child.
- Staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
- Staff performance management is carried out confidentially.
- Matters of child protection are made known to staff on a need to know basis.
- 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.
- Volunteers, such as parents/carers and school PTA do not discuss school matters in the wider community.
- Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it but is not on general view to other parents/carers and children.
- Photographs of children are not used without parents/carers' permission, especially in the press and internet/school website.
- Volunteers, students and supply teachers read this policy before working in school and sign the attachment.
- 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.
- Governors must observe complete confidentiality, 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 should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

Other Professionals

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

Conclusion

All personal information about children is confidential and should only be accessed by staff on a need to know basis.

Parkend Primary School has a duty of care and responsibility towards children, parents/carers and staff. The care and safety of the individual is always paramount.

Links with other policies

Allegations against staff

Child Protection / Safeguarding

Children in Care

Complaints
Data Protection
Drugs
E-Safety / Acceptable Users
Exclusions
Intimate Care
SEND
RSHE
Supporting Children with Medical Conditions
Whistleblowing

Policy Review

Written by; **K.Burke** and **staff**

Agreed by Governors: **Oct 2022**

Date for review: **Oct 2024**

Parkend Primary School
Information for Volunteers & Visitors



Before entering our school, please take a moment to read the following important information. The children's health, safety and well-being is a key priority and we ask you to help us in achieving this. If you have any concerns, please tell us.

- Person responsible for Child Protection: Mrs T Wood (Operational Headteacher)
- Person responsible for Health & Safety: Mrs K Burke (Executive Headteacher) & Mrs A. Cartmell (School Business Manager) & Mrs K. Lee (School Caretaker)
- Fire Officers: Mrs T Wood (Operational Headteacher) Mrs S Thorne (HLTA) Mrs K Burke (Executive Headteacher)
- In the event of Mrs T Wood not being available, please report any Child Protection or Health and Safety concerns to Mrs K Burke (Executive Headteacher).
- The Chair of Governors is Mr Chris Powell (Governor)
- The Child Protection Governor is Ms S Thorne (Governor)

In the event of Fire / Evacuation

Our fire alarm has a continuous bell, ensure you know the correct route out onto the school playground. Each class has a fire point. If the register is in the classroom, please ensure you take this with you; otherwise you will be given it by the School Administrator once assembled outside. The Operational Head Teacher will notify staff and children when the school is safe.

End of the School Day

At the end of the school day, all children in Key Stage 1 should be handed over to parents or carers individually. Should there be any children who have not been collected from Key Stage 2 please ensure a member of staff is notified and a phone call home is made.

First Aid

Please refer to the list of First Aiders displayed in the entrance area.

Confidentiality

Teachers and Support Staff talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families. We ask that such conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Comments made about a child, or an incident at school may be misinterpreted and lead to misunderstandings. Small incidents are dealt with in school and should end there. More serious incidents will be discussed, in confidence with parents. We feel sure you will understand the need for such confidentiality on school matters. Thank you for your co-operation.

Information for Volunteers & Visitors

Please sign the slip below to confirm you have read and understood this information and keep a copy for your reference.

Name:

Signed:

Dated: