

# ST. LAWRENCE CHURCH OF ENGLAND PRIMARY SCHOOL



## CONFIDENTIALITY POLICY

**Reviewed: September 2018**  
**Next review: September 2020**  
**Mrs Julie Goodwin**

### MISSION STATEMENT

A family founded on Christian values working and worshipping together, sending out happy, confident children achieving their full potential.

## Aim

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, governors and staff.

## Rationale:

- St Lawrence CE Primary School 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.
- 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.
- The School has a duty of care and responsibility towards pupils, parents, governors and staff. It also needs to work with a range of outside agencies and share information on a professional basis. Striking an effective and professional balance is crucial to the success of a confidentiality policy.

## Objectives:

- To ensure a consistent approach to handling information about children.
- To foster an ethos of trust within the school.
- To ensure staff, parents, governors and pupils are aware of the school's policy and procedures.
- To encourage children to talk to their parents and carers.
- To ensure pupils and parents know that school staff cannot offer unconditional confidentiality.
- To ensure equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure the correct procedure is followed in any child protection issues.
- 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 a 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.

## Guidelines

1. All information about individual children is private and should only be shared with those members of staff who 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 Child Protection Officer receives regular training. The Headteacher has ultimate responsibility for child protection.
  - b) There is clear guidance for procedures for the handling of child protection incidents. All staff have regular training on child protection issues.
  - c) There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
  - 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 discipline policy.
  - 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 staff are always available to talk to both children and parents about issues that are causing concern.

6. The school encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents.
7. The school would share with parents any child protection disclosure before going on to inform the correct authorities.
8. Parents and children should feel reassured that in exceptional circumstances confidentiality will be broken.
9. 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 identified.
10. The school has appointed a senior member of staff as Child Protection Officer. Child protection procedures are understood by staff and training is undertaken every two years for all staff.
11. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as death etc. 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 necessarily 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.
12. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need the information but not on general view to other parents/carers and children.
13. Photographs of children should not be used without parents/carers permission especially in the press and on the internet and further details about this are clearly stated in the School's Acceptable (Internet) Use Policy.
14. 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 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.

### **Monitoring and Evaluation**

The policy will be reviewed as part of the school's monitoring cycle and will be reviewed on a two year cycle.