



Jacksdale Primary School & Nursery

CONFIDENTIALITY POLICY

Reviewed: September 2024

Next review due: September 2026

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/carers and staff.

Rationale

Jacksdale 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 Keeping Children Safe In Education (September 2024) and GDPR guidance 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.

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.

The school acknowledges that health professionals are bound by different codes of conduct.

Objectives:

To provide consistent messages in school about handling information about children once it has been received.

1. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
2. To foster an ethos of trust within the school and to ensure that confidentiality is a whole school issue.
3. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
4. To ensure that if there are child protection issues then the correct procedure is followed.
5. 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 for whom they do not have parental responsibility – this included discussions with parents in relation to the behaviour policy.

Guidelines

- Certain information about individual children is private and should only be shared with those staff with a need to know.
- 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.
- The school continues to actively promote a positive ethos and respect for the individual:
- The school has appointed a senior lead teacher for child protection who receives regular training.
- There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.
- 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.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- 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 – where it is deemed appropriate, parents shall be contacted alongside the relevant referrals to social care.

- The school prides itself on good communication with parents and carers and staff are available to talk to both children and parents/carers about issues that are causing concern.
- 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 able to be identified on copies presented outside school other than those required by law.
- Clear ground rules are set for any classroom work such as circle time and other PHSE session dealing with sensitive issues such as sex and relationship 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. School needs to be proactive so children feel supported but information is not unnecessarily 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.
- 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 that information but not on general view to other parents/carers and children.
- Photographs of children should not be used without parents/carers permission especially in the press and internet – these are referred to separately on the parental consent forms initiated in July 2018. This may be a cultural issue for which the school needs to be aware. At no time should 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 – dependent on the school's knowledge of parental consent, parents may be directed that no photos or videos may be taken, alternatively, parents may be advised that photos and videos are permitted, though with the express guidance that no images may be placed on social media.
- 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 grades at any time. However, parents should be aware that information about their child will be shared with the receiving school when they transfer.
- 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.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be kept in a safe place for example in the H/T room.
- Logs of administration of medication to children should be kept securely in the H/T Room. In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. These confidential papers should be destroyed 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 arise outside the governing body.

Conclusion

Jacksdale 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. The care and safety of the individual is the key issue behind this document.

December 2018

October 2021

September 2024 (12.09.2024)