

Whitegate End Primary School and Nursery



Confidentiality Policy

Responsible Committee	LGC
Date ratified	22 May 2024
Next review	May 2028
Signed on behalf of the governing body	Kim Painter
Print name	Kim Painter

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

Whitegate End 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 (updated annually) 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.

Objectives:

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality, policy and procedures.
4. To reassure pupils that their best interests will be maintained.
5. To encourage children to talk to their parents and carers.
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by different code of conduct.
11. 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. See Freedom of Information Policy for more detail.

Governors' Meetings

- ◆ Governors will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- ◆ 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, 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 should be confidential.
- ◆ Once a decision has been made, it is the collective responsibility of the Governing body to uphold (Individual opinions should not be disclosed)

Information held about children

- ◆ Information about children will be shared with parents/carers but only about their own child.
- ◆ Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- ◆ All personal information about children, including Social Services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- ◆ Information regarding health reports such as speech therapy, medical reports, DSEN reports, DSEN minutes of meetings, Social Care and Health Services will be kept securely.

In the classroom

- ◆ Ground rules and distancing techniques will be used where sensitive issues are to be addressed eg drugs education, sex and relationships education.
- ◆ No adult should put pressure on children to disclose personal information and should be discouraged from applying any such pressure.
- ◆ All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- ◆ Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- ◆ If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/Headteacher eg bereavement.

Dissemination of the Policy

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this Policy.

Monitoring and review

The Designated Safeguarding Lead will monitor the effectiveness of the Policy throughout the year in consultation with the governor with responsibility for Safeguarding.