

## Pegswood Primary School

# CONFIDENTIALITY POLICY

Pegswood Primary School aims 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, staff and adults who volunteer in school.

Pegswood Primary School seeks to put the child at the heart of the learning process, providing a safe and secure learning environment. It seeks to address the issues which may arise about confidentiality, in a sensitive manner. 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.

Pegswood Primary School is mindful that it is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.

### **Objectives:**

- To provide consistent messages in school about handling information.
- 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 children to talk to their parents and carers.
- 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 ensure that parents and carers 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 staff that 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 school has appointed a senior lead teacher for child protection who receives regular training.
  - b) There is clear guidance for the handling of child protection Incidents and all staff have regular training on child protection issues.
  - c) There is clear guidance for procedures if a member of staff is accused of abuse.
  - d) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.

- e) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the school's behaviour policy.
- 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. 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.
- 6. 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.
- 7. Staff should be aware of children with medical needs and the information sheet should be accessible to staff who need that information but not on general view.
- 8. Photographs of children should not be used without parents/carers permission especially in the press and internet. Permission is gained through our photo permission form that all parents are given when children first join school.
- 9. Information about children will be shared with parents and carers but only about their child. Parents and carers should not have access to any other child's books, marks and progress grades at any time especially at parents evening. However, parents should be aware that information about their child will be shared with the receiving school at times of transition.
- 10. All personal information about children including social services records should be regarded as confidential.
- 11. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings should be filed in a secure place.
- 12. Logs of administration of medication to children should be kept in a secure place and each child should have their own individual log.
- 13. 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.

Pegswood 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 sharing information on a professional basis. The care and safety of the individual is the key issue behind this document.