



Welton Primary School



Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of children, their families and staff, while ensuring that they are provided with a high standard of education and a safe and secure environment in which to grow and learn.

Aims

- To protect children at all times and to give all school staff clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by children, parents/carers and staff
- To ensure that all families can share their information in the knowledge that it will only be used for the welfare and safety of their children.
- To support staff in their work by having clear guidelines for confidentiality.
- To ensure that all stakeholders are aware of the school policy for confidentiality.

Objectives

To ensure that children, families and staff can feel secure within the school community, we respect confidentiality in the following ways:

- To provide consistent messages in school about handling information about children once it has been received.
- 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 children that their best interest will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that children/parents know that school staff cannot offer unconditional confidentiality.
- 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 as outlined in the school's Child Protection policy.
- To ensure that confidentiality is a whole school issue.
- To understand that health professionals are bound by a different code of conduct.
- To ensure that parents have a right of access to all records held on their own child(ren), except those relating to child protection issues.

Guidelines

- Staff will share information with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Staff may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk
- Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the school's ability to meet that child's needs.
- Children are made aware of what will happen to any information they give to staff, namely that some information can remain confidential, while some has to be shared with other adults.
- Staff allow time to talk to children and families at an appropriate time and in an appropriate place.
- Staff, student and governor induction includes an awareness of the importance of confidentiality.
- Staff are supported by the Designated Teacher for Child Protection, and if necessary by the Local Authority Education Welfare officers, when dealing with difficult situations.

- Regular training is given with regards to dealing with a disclosure from a child. (See flowchart) Parents are informed through the School Prospectus of the duties of the Designated Teacher for Child Protection, should a disclosure occur.
- All members of the school community are made aware that Mrs Pidgeon is the Designated Teacher for Child Protection.
- Any concerns relating to a child's safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely, whilst remaining as accessible as is necessary.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
- Issues relating to the employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions.
- Parents' permission is sought yearly with regards to taking photographs of their children.

Monitoring and Evaluation

All families will be given a copy of the policy in the induction pack. It will be shared with the children during School Council assemblies and with the staff and governors at their respective meetings.

Supporting documentation

Please refer to the following documents in support of this policy:

- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (DfE July 2015) includes Safer Recruitment & Managing Allegations Against Staff
- ER LA Safer Recruitment Guidance
- Reasonable Force (DfE July 13)
- Searching, Screening & Confiscation (DfE Feb 14)
- Safer working Practice for Adults who work with Children & Young People in Education Settings (October 15 Safer Recruitment Consortium)
- ERSCB / ERLA School Staff Code of Conduct (Sept 2015)
- Information sharing Advice for practitioners providing safeguarding services to children (HM Govt 2015)
- School Whistle Blowing (Safeguarding) and Allegation procedures (Sept 2015)
- ERSCB - Guidance and Procedures
- Safer Internet Centre Facebook Checklist 2014
- Inspecting safeguarding in early years, education and skills settings (Ofsted Aug 2015)
- The Prevent Duty - advice for schools and childcare providers (DfE 2015)
- Female Genital Mutilation: Multi-Agency Practice Guidelines (HM Govt 2015)
- What to do if you're worried a child is being abused (HM Govt 2015)