

# Fairisle Infant and Nursery School



## **CONFIDENTIALITY POLICY**

Date policy reviewed: March 2019

To be reviewed again: March 2022

Ratified by Governing Body: H OAKLEY

Signature:  13.3.19

# **Confidentiality Policy**

## **United Nations Convention on the Rights of the Child**

**“All organisations concerned with children should work towards what is best for each child” Article 3**

**This policy applies to all adults, including students and volunteers, working in or on behalf of the school.**

This policy should be read alongside the Data Protection policy, Early Years, Pupil and Staff Privacy Notices.

### **Aim**

To protect the child at all times and to give all staff 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 volunteers.

### **Rationale**

Fairisle Infant and Nursery School seeks to put the child at the centre of the learning process and to provide a safe and secure learning environment. The **appropriate** sharing of information between school staff is an essential element in ensuring pupils' well-being and safety. We are committed to ensuring that the child's voice is 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/carers 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 between both parties is crucial to the success of the confidentiality policy.

### **Objectives**

- To provide consistent messages in school about handling information about children and adults once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, parents/carers and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils that their best interest will be maintained.

- To encourage children to talk to their parents or carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed.

## **Procedures**

- All information about individual children is private and should only be shared with staff who have a need to know.
- 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.
- All 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.
- All Child Protection information is held in the Headteacher's office in a secure place.
- We endeavour to ensure good communication with parents/carers. Staff are available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern
- All children have a right to the same level of confidentiality irrespective of ethnicity, religion, medical concerns and special educational needs.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE session dealing with sensitive issues.
- All children, parents/carers, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. Therefore, it is important that:
  - No member of staff discusses an individual child's circumstances or a member of staff's performance in a public arena, e.g. the staffroom. Any concerns should be voiced to a member of the senior leadership team.

- No member of staff discusses an individual child's behaviour in the presence of another child in school.
  - Staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
  - Governors, in particular those sitting on the Pupil Discipline, Staff Dismissal or Complaint Committee, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
  - Parents in school, working as volunteers, do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows staff to deal with such matters in line with school policy.
  - When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters in relation to specific pupils outside the classroom. For example, the specific use of teaching assistant time for particular pupils or groups of pupils. Teaching assistants have different roles within the school, including the support of children with special educational needs and/ or disabilities. The provision and work with these children is for the teacher to discuss with the relevant parents or carers.
- All personal information about children should be regarded as confidential. It should be clearly understood by those who have access to it. Consequently:
    - Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be stored for secure filing.
    - Logs of administration of medication to children should be kept secure and countersigned.
    - Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

### **Parents/carers and families**

We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We will respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parents/carers first unless the pupil is considered to be at immediate risk and/or there is an overriding child protection/safeguarding concern.

### **Staff and governors**

All staff can normally expect that their personal situations and health will remain confidential unless:

- It impinges on their terms of contract.
- Endangers pupils or other members of staff.
- There is a legal obligation to disclose such information.
- It is necessary for legal proceedings.
- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

### **Dissemination**

This policy will be publicised to all in the school community as outlined:

- On the school website.
- Form part of the induction programme for all new members of staff
- Volunteers, students and supply teachers are asked to read this policy before working in school.
- In a statement in the prospectus for parents/carers concerning confidentiality and pupils.