

Greenleys Junior School



LEARNING *for* LIFE

Confidentiality Policy

Approved: 14th November 2017

To be reviewed: November 2022

Confidentiality Policy

1. Key Value

Learning that our choices and actions make a difference.

2. Aims

Greenleys Junior School aims to protect the individual at all times and to give all staff involved clear and unambiguous guidance as to their legal and professional roles. We aim to ensure good practice throughout the school which is understood by pupils, parents and staff.

We seek to put the child at the heart of the learning process and to provide a safe and secure learning environment. We seek to implement the underlying principles of Safeguarding and Child Protection and a child's spiritual, moral, social and cultural education and to address the issues, which may arise about confidentiality.

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.

3. Objectives

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

3.2 To foster an ethos of trust within the school.

3.3 To ensure that all stakeholders are aware of the school's confidentiality, policy and procedures.

3.4 To reassure pupils that their best interests will be maintained.

3.5 To encourage children to talk to their parents.

3.6 To ensure that pupils and parents know that school staff cannot offer unconditional confidentiality.

3.7 To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.

3.8 To ensure that if there is a child protection issue then the correct procedure is followed.

3.9 To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.

4. Guidelines

4.1 All individuals have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

4.2 Parents have ready access to the files and records of their own children but do not have access to information about any other child. Parents 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 when they change school.

4.3 Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

4.4 Parents and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

4.5 The school has appointed a senior member of staff as Child Protection Officer. Child protection procedures are reviewed regularly and readily available to staff. Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a professional basis.

4.6 The school encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure before going on to inform the correct authorities – unless this would put the child at further risk.

4.7 The school prides itself on good communication with parents and staff are always available to talk to both children and parents about issues that are causing concern.

4.8 Clear ground rules must be set for any classroom work such as Circle time and other PHSE session dealing with sensitive issues.

4.9 School is 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.

4.10 Staff should be aware of children with medical needs and where to find further information if needed.

4.11 All parents are asked to sign a permission slip for using pupil photographs when their child joins the school. An up-to-date list is held in the office and relevant names are given to individual class teachers. The school allows parents to photograph / film school public events (e.g. performances / sports events).

4.12 Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports are filed in a secure location.

4.13 Health professionals have their own code of practice dealing with confidentiality.

4.14 Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

5. The Role of the Governing Body

Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Decisions reached at governors' meetings are made public through the minutes, except confidential items which are not a public record. Governors exercise the highest degree of prudence when discussion of sensitive issues arise outside the governing body.

6. Dissemination

The policy is available on the school website for all stakeholders to access.

7. Monitoring and Evaluation

The Headteacher has responsibility for monitoring this policy and it will be reviewed as part of the schools monitoring cycle. The headteacher is responsible for reporting the outcome of the monitoring to the governing body. The headteacher must also report to the governing body any breaches of confidentiality and the headteacher and governors will then decide on appropriate actions. The governing body are responsible for any revisions to the policy which is necessary based on reports from the headteacher.