HINGUAR PRIMARY SCHOOL AND NURSERY

CONFIDENTIALITY POLICY

Responsible members of Staff
Mrs. F. Willis (Acting Headteacher)
Mrs. G. Hansford (Chair of Governors)

This Policy was approved by the Governors November 2019 and will be reviewed on a bi-annual basis

“Hinguar Primary School and Nursery is committed to safeguarding and promoting the welfare of its’ children and expects all staff, parents, governors and volunteers to share this commitment”.

1
Hinguar Primary School recognises its 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. The care and safety of the individual is the key issue behind this document.

**Rationale**

We aim to provide a comprehensive confidentiality policy, to give clarity to parents, pupils, staff, volunteers and visitors about levels of confidentiality that can be offered in different circumstances. This is well advertised to the school community for the following reasons:

- A clear explicit and well publicised confidentiality policy ensures good practice throughout the school which staff, (including staff from external agencies), parents and pupils can easily understand
- The school needs to be clear about the boundaries of their legal and professional roles and responsibilities e.g. Child Protection procedures.
- Different professionals can offer varying levels of confidentiality in different circumstances, which can confuse staff and pupils.
- Sometimes parents and families may wish to disclose information confidentially to the school. Schools need to be clear about their position.

**Aims**

- To ensure clear advice and guidance on the rules of confidentiality in the school for pupils, staff, parents/carers, volunteers and visitors.
- To foster an ethos of trust within the school.
- To encourage pupils to talk to a trusted adult if they are having problems
- To give staff confidence to deal with sensitive issues
- To put the child at the heart of the learning process and to provide a safe and secure learning environment.
- To seek to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality.

**Objectives**

- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all reassuring pupils that their best interests will be maintained.
- 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 is a child protection issue then the correct procedure is followed.
- To encourage pupils to talk to their parents and carers.
- To raise pupils’ awareness of the specialist confidential services that are available within the school community e.g. school nurse, specially arranged counsellors, and that such professionals are bound by different code of conduct.
- 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.
These aims and objectives will be achieved through the following:

- The school prospectus and related school policy involving confidentiality will make it clear that child protection procedures will be followed if any of our work with pupils leads to a disclosure which makes the school suspect that a child is a victim of abuse or is at risk of abuse or neglect. The school will share with parents any child protection disclosure before going on to inform the correct authorities.

- Confidentiality is a whole school issue and integral to the school's staff code of conduct which states the ground rules and distancing techniques to be used where sensitive issues are to be addressed. At no time, are staff to put pressure on pupils to disclose personal information or encourage their peers from applying any such pressure.

- All information about individual children is kept private and will only be shared with those staff that have a need to know. All social services, medical and personal information about a child will be held in a safe and secure place, which cannot be accessed by individuals other than key members of staff.

- When visitors or health professionals are used to help deliver aspects of the curriculum, they will follow the school’s confidentiality policy. However, in a one-to-one situation with individual pupils they are bound by their own professional codes of conduct and agreed school protocols.

- The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern.

- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. The school will endeavour whilst generating data by these categories to not identify individual children.

- Photographs of children will not be used without parents/carers permission. At no time will the school use a child’s full name with a photograph so that they can be identified. However, the school understands that the Evening Echo and SSCO have a full name policy. The school gives clear guidance to parents about the use of cameras and videos during public school events. (Ref to LA Guidelines).

- Information about children will be shared with parents only about their child. Parents will not have access to any other child’s books, marks and progress grades. However parents should be aware that information about their child will be shared with the receiving school when they change school.

- Business in Governors’ meetings relating to individual pupils or staff should be confidential at all times.