

# Cupernham Infant School

## Confidentiality Policy

Next Review Date: October 2021



*“Together We Care, We Learn and We Achieve”*

### **Cupernham Infant School Confidentiality Policy**

#### **Aims**

- To protect the child at all times.
- To give all staff involved clear, unambiguous guidance as to their legal and professional roles, including child protection procedures.
- To ensure good practice which is understood by the whole school community.

#### **Rationale**

- We are committed to developing creative and positive ways for the child's voice to be heard.
- We recognise the responsibility to use, hold and safeguard information received and to share information on a need to know basis in relation to the child's well-being.
- 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.
- This policy applies to all staff employed by the school, all visiting staff working with children, all parents and carers volunteering in school, all visiting students.
- All adults working in school agree to respect the privacy and confidentiality of anything they encounter during the school day. Any queries should be referred to the Head Teacher.

#### **Objectives**

- 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, governors, 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 pupils and parents/carers 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.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.

- To understand that health professionals are bound by a 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 for.

## **Guidelines**

- All information about individual children is private and should only be shared with those staff that have a need to know.
- 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.
- The school actively promotes a positive ethos and respect for the individual
- The school has appointed a senior lead teacher for child protection who receives regular training.
- There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.
- Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable.
- Information collected for one purpose should not be used for another.
- 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.
- 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. 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.
- Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE sessions dealing with sensitive issues such as sex and relationship and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. Our school needs to be 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.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the

class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

- Photographs of children should not be used without parents/carers permission especially in the press and internet.
- Information about children will be shared with parents but only about their child.
- All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing.
- Logs of administration of medication to children should be kept secure and each child should have their own individual log.
- Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed. 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.
- Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

### **Monitoring and Evaluation**

1. The policy will be reviewed as part of the schools monitoring cycle.
2. The PSHE scheme of work, Sex and Relationship policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
3. The Headteacher has responsibility for monitoring this policy.

### **Conclusion**

Cupernham Infant 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. The care and safety of the individual is the key issue behind this document.

### **Other relevant policies**

PSHE, Sex and relationships policy, Safeguarding and Child Protection Policy, Behaviour policy, Reporting of racist incidents