



# Confidentiality Policy



*Encourage, Guide, Support, Celebrate*

Date Approved: Autumn 2024

Review Date: Autumn 2025

The policy was drawn together from principles contained within the policy and practice for Child Protection, Safeguarding, Single Equality Policy and PSHE, together with Government and local guidelines. This policy impacts upon every other school 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 provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in school deal confidently with sensitive issues.

## **Objectives**

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

- Implement the Child Protection Policy.
- Encourage children to be open with their parents/carers.
- All staff must maintain professional standards of confidentiality about anything seen or heard within the school.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- Parental permission for the use of photographs and recordings will be sought annually.
- Ensure no child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the DSL or in their absence, the back-up DSL. The staff member may make their own referral to CSC (phone 0300 1236720) if the information is deemed to be such that the child is at risk of significant harm.
- All staff receive regular training and updates in Safeguarding procedures.
- Staff make the children 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.

- 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.
- Staff allow time to talk to children and families at an appropriate time and in an appropriate place.
- All staff, student and governor induction includes an awareness of the importance of confidentiality.
- Adults should be sensitive when discussing an individual child's behaviour in the presence of another child.
- No adult should enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

### **Governors**

- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Governors need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children.
- Governors must observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

### **Trainees/Volunteers in school**

Any adult who comes into school to work are asked to sign a Confidentiality Agreement, whereby anything seen or heard in school must remain in school.

### **Information held about children**

Information about children will be shared with parents/carers but only about their child.

### **Monitoring and Evaluation**

The policy will be posted on the school's web-site so that parents can access it. Hard copies are available within school should parents request a copy. The policy is shared with the staff and governors at their respective meetings.

Issues regarding confidentiality will be recorded in order to assess the effectiveness of the policy in practice. This will give us an opportunity to monitor our practice before the official review date.