

Oakington C of E Primary School



Confidentiality Policy

July 2021

Review Date: June 2023

Local Governing Body

Legal Requirements

Human Rights Act 1998

Gives everyone the right to "respect for his private and family life, his home and his correspondence", unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

General Data Protection Regulations

- Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records.
- Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

Freedom of Information Act 2000

- Gives everyone the right to request any records a public body, including schools, holds about them.
- A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.
- School data or record keeping policy should also cover the requirements of this act.

Children's Act 2004

The Children's Act, 2004, sets out the following objectives under the every child matters agenda:

- Children and Young People are mentally and emotionally healthy
- Children and Young People are sexually healthy
- Children and Young People choose not to take illegal drugs
- Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation
- Children and Young People have security, stability and be cared for

Oakington C of E Primary 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.

We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received; sharing information unnecessarily is an erosion of trust.

The school works to ensure that all adults working in school deal confidently with sensitive issues and endeavour to protect the child at all times

This policy aims:

- To give all staff involved clear, unambiguous guidance as to their legal and professional roles and to provide consistent messages in our school about handling information about children once it has been received.
- To ensure that confidentiality is a whole Federation issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by different code of conduct.
- To encourage children to talk to their parents and carers.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs. 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 and should follow the school's discipline policy.

- To ensure that ground rules and distancing techniques will be used where sensitive issues are to be addressed, for example, drugs education, sex and relationships education. Staff should be 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.

Sharing of Information

- Staff are unable to offer absolute confidentiality.
- We will reassure children that staff will act in their best interests and that this may involve sharing information if the child is at risk of harm.
- Children will be told if information is to be shared (unless the child is very young or has significant special needs) and will be offered appropriate support.
- Parents/carers should be aware that in exceptional circumstances confidentiality will be broken.
- Information collected for one purpose should not be used for another.
- 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.
- Information about children will be shared with parents/carers but only about their own child.
- Parents/carers will not have access to any other child's marks and progress grades at any time.
- Parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children, including Social Services records are regarded as confidential.
- The Executive Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- All information about individual children is private and should only be shared with those staff that have a need to know.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.
- Logs of administration of medication to children should be kept secure and each child should have their own individual log.
- In all other notes, briefing sheets etc., a child should not be able to be identified.
- Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Staff

- Staff and volunteers are made aware of our confidentiality procedures as part of their induction.
- Oakington C of E Primary School has appointed a Designated Safeguarding Leads who receive regular training.
- There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.

All adults working in our school :

- Implement the Child Protection/Safeguarding Policy.
- Must maintain professional standards of confidentiality about anything seen or heard within our school.
- Who have a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce Oakington C of E Primary School's procedures for the taking of and use of photographs and video recording in school. Photographs of children should not be used without parents/carers permission especially in the press and internet. The school gives clear guidance to parents about the use of cameras and videos during public school events.
- Must ensure that 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.
- Who receives external information that leads them to believe there is a child protection issue should refer the information to a designated safeguarding lead.
- Should be sensitive when discussing an individual child's behaviour in the presence of another child.
- Must not enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.
- Must adhere to all school policies and procedures with regards to e-safety, use of computers and social networking.

Governors' Meetings

- 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.
- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Associated policies

- Data protection
- Safeguarding and Child Protection
- Allegations of Abuse Against Staff
- Code of Conduct for all Employees
- Disciplinary Procedures

Approval

Head Teacher	Nathan Clark	Signed		Date	July 2021
Chair of LGB		Signed		Date	