

Brooke Church of England Voluntary Controlled Primary School



Confidentiality Policy

December 2017

Signed by Governors

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To be reviewed December 2021

This policy applies to all members of the school community namely:

- Governors
- Headteacher
- Teaching staff
- Non-teaching staff
- Volunteers

1. Introduction

The school seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It also seeks to address issues that may arise about confidentiality in relation to the school community and school business. It is 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 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.

2. Aims of the policy

The aim of this policy is to protect the child at all times and to give everyone in the school clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers, volunteers, staff and governors. More specifically, this policy aims to:

- provide consistent messages in school about handling information about children once it has been received;
- foster an ethos of trust within the school;
- ensure that everyone is aware of the need for confidentiality;
- reassure pupils that their best interests will be maintained; and
- ensure that confidentiality is a whole school issue in lessons and outside of them; and
- set ground rules for the protection of all.

3. Confidentiality in practice

All sensitive information about individuals within the school community is private and should only be shared with staff on a 'need to know' basis.

All personal information about children, including children's services' records should be regarded as confidential. Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks or progress grades. However, parents should be aware that information will be shared about their child when transferring to another school.

All members of the school community need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report Safeguarding issues.

Volunteers, staff and governors, whether teaching or in support roles, are expected to adhere to the principle that school matters remain confidential out of and beyond school. Everyone should avoid discussing school matters with anyone not directly involved, especially where that issue relates to individual pupils, parents, governors or staff or broader issues that have not yet become public knowledge.

All information about individual children is private and should only be shared with those staff that have a need to know.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any papers should be marked as confidential and should be returned to the clerk after the meeting and 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 a potentially contentious issue arises outside the governing body.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

Declaration

I have read and understand this policy and shall abide by it.

Signed:

Date:

Print name:

Role: