



SHIREMOOR PRIMARY SCHOOL

CONFIDENTIALITY POLICY

March 2019

Aim

To protect children at all times and to give all school staff clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by children, parents/carers and staff.

Shiremoor Primary School has a duty of care and responsibility towards children, 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

Shiremoor Primary School puts children at the heart of the learning process and provides a safe and secure learning environment. 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. 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.

Objectives

1. To provide consistent messages in school about handling information about children once it has been received and foster an ethos of trust.
2. To ensure that staff, parents/carers and pupils are aware of the school's confidentiality policy and procedures.
3. To reassure children that their best interest will be maintained but to ensure that children/parents/carers know that school staff cannot offer unconditional confidentiality.
4. To ensure that there is equality of provision and access for all.
5. To ensure that if there are child protection issues then the correct procedure is followed as outlined in the school's Child Protection Policy.

Guidelines

1. All information about individual children is private and only shared with those that have a need to know.
2. All social services, medical and personal information about a child is held in a safe and secure place that cannot be accessed by individuals other than school staff.
3. There is a clear guidance for the handling of Child Protection incidents. All staff have regular training on Child Protection issues.
4. There is clear guidance for procedures if a member of staff is accused of abuse.

Shiremoor Primary School prides itself on good communication with parents/carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to discuss issues with their parents/carers that are causing them concern and may, in some cases, support the child in doing so. Where appropriate child protection disclosures are shared with parents/carers as well as the correct authorities.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

Shiremoor Primary School has appointed the following senior members of staff as Child Protection Leads:

- Mrs. B. Middleton, Lead Designated Person
- Miss L Welsh, Deputy Designated Person
- Mrs. P. McNamara, Deputy Designated Person

Child Protection procedures are understood by staff and training is undertaken every three years by all staff.

Confidentiality is a whole school issue. Clear grounds are set for any classroom work such as circle time and other PHSE sessions dealing with sensitive issues such as sex and relationships and drugs.

Photographs are not used without parents/carers permission.

Information about individual children is only shared with their parents/carers. Parents/carers do not have access to any other child's books or information about their progress at any time.

Parents are aware that information about their child will be shared with the receiving school when they change school. All personal information about children, including Social Service records, is regarded as confidential. Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social service minutes of meetings and reports are forwarded to the appropriate professionals in sealed envelopes and securely filed. Logs of administration are kept secure.

Shiremoor Primary School Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers are marked confidential and are destroyed after the meeting. Governors observe complete confidentiality when asked to do so, especially in relation to matters concerning individual staff, children and parents.

All staff members are bound by, Professional Teacher Standard, Code of Conduct, declaration of an Acceptable Use Policy in relation to use of ICT equipment and have annual training in all the above.