



SHIREMOOR PRIMARY SCHOOL

**INFORMATION SHARING AND
CONFIDENTIALITY POLICY**

March 2019

The United Nations Convention on the Rights of the child

Article 3 – all organisations concerned with children should work towards what is best for each child.

Article 12 – children have a right to say what they think should happen when adults are making decisions that affect them and to have their opinions taken into account.

Article 13 – children have a right to get and share information as long as the information is not damaging to them or others.

Article 16 – children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

This policy applies to all staff, external agencies/visitors/volunteers working with pupils and/or students.

Information sharing is essential to enable early intervention to help children and their families access additional services and support. Such early intervention can contribute significantly to the happiness and success of young people as they develop towards their adult lives.

Information sharing is also vital to safeguarding and promoting the welfare of children and young people.

The following provides a summary of the approaches that Shiremoor Primary School takes to information sharing and confidentiality:

- 1/ Any information that a pupil discloses to a member of staff or visitor should not be passed on to other colleagues indiscriminately but should only be passed on a 'need to know basis'.
- 2/ Members of staff must not offer pupils, students or their parents/carers, unconditional confidentiality.
- 3/ When making decisions about information sharing, the school will consider the safety and welfare of the young person. Where there is concern that the young person may be suffering or is at risk of suffering significant harm, the young person's safety and welfare will be the over-riding concern.
- 4/ The school will, where possible, respect the wishes of young people and their families regarding information sharing and confidentiality. However, information may still be shared, when consent has not been given, if in the school's judgement on the facts known and assessed, there is sufficient need to override the lack of consent.
- 5/ The school will endeavour to ensure that information that is shared is accurate and up to date, necessary for the purpose for which it is being shared, shared only with people who need to receive it and shared securely.
- 6/ Any information concerning a learner's behaviour or conduct that is likely to cause harm to themselves or to others should be passed on to the relevant safeguarding leads.
- 7/ Where a pupil disclosure is information about physical, sexual or emotional abuse or neglect, the member of staff or visitor must follow the school's Child Protection Procedures (see Child Protection Policy). In all cases the Lead Designated person will be informed and appropriate referrals will be made in line with Local Children's Safeguarding Board Procedures. If a pupil discloses information of this nature regarding a member of staff or other adult in the school, this must be referred to the Lead Designated Person or in their absence the Deputy Designated Safeguarding Lead.
- 8/ In the case of illegal activity of a non-child protection nature, any action that the school takes will be in the best interests of the pupil.
- 9/ Pupils are informed about where they might seek confidential help beyond the school e.g. ChildLine.