



**Romans Field School
Bradwell Village School
Priory Common School**

Confidentiality Policy

Last reviewed on:	July 2023
--------------------------	-----------

Reviewed by	Steve Tysom
--------------------	-------------

Approved at FGB	17.07.2023
------------------------	------------

Next review due by	September 2024
---------------------------	----------------

This policy should be read alongside our GDPR and Child Protection policies.

Introduction

The aim of this policy is to protect the child at all times and to give all staff involved 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 and staff. It is also the aim of this policy to maintain the confidentiality of information about staff.

The Inclusive Learning Federation seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment and addresses issues, which may arise about confidentiality. 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 federation 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. This policy should be read in conjunction with our data protection policy.

Objectives

- To provide consistent messages across the federation about handling information about children once it has been received.
- To foster an ethos of trust across the federation.
- To ensure that staff, parents/carers and pupils are aware of the federation's confidentiality, policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that pupils and parents/carers know that federation staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To ensure that parents/carers 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.

Guidelines

- All information about individual children is private and should only be shared with those staff that have a need to know.
- All social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than specific school staff.
- The federation of schools actively promotes a positive ethos and respect for the individual:

- Each school has a designated safeguarding lead along with a number of deputy 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.
 - Staff are aware that effective relationships education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
 - Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - Any intolerance of protected characteristics is unacceptable and will be managed using the federation's discipline policy.
 - Information collected for one purpose should not be used for another.
- Parents/carers and children need to be aware that the federation cannot guarantee total confidentiality and the individual school has a duty to report child protection issues.
 - The federation prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The federation encourages children to talk to parents/carers about issues causing them concern and may in some cases support the child in talking to their parents. If appropriate, the individual school would share with parents any child protection disclosure before going on to inform the correct authorities.
 - Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
 - All children have a right to the same level of confidentiality irrespective of their protected characteristics 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.
 - The federation has a number of senior members of staff with child protection responsibilities in each school. Child protection procedures are understood by all staff and training is undertaken every two years for all staff.
 - Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE session dealing with sensitive issues such as sex and relationship and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. The schools in the federation are proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
 - Photographs of children should not be used without parents/carers permission especially in the press and internet. The school gives clear guidance to parents/carers about the use of cameras and videos during public school events.
 - Information about children will be shared with parents/carers but only about their child. Parents should not have access to any other child's books, marks and progress grades at any

time especially at parents' evening. However parents/carers should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children including social services records are regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing.

- 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/carers and children will not be passed on except in exceptional circumstances or to a receiving school.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed at the end of the meeting. Governors must observe complete confidentiality when asked to do so by the governing board, especially in relation to matters concerning individual staff, pupils 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 regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing board.

Monitoring and Evaluation

The policy will be reviewed annually.