

# Princess May Primary School

## Confidentiality Policy



Approved by:

Date: 17/09/2022

Last reviewed on: 04/09/2022

Next review due by: 04/09/2025

At Princess May Primary School, we aim to protect all children at all times and to give all staff clear, guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the school which is understood by children, parents/carers and staff.

### **Rationale**

To function appropriately and to fulfil our obligations to the Local Authority, Department for Education (DfE) and other bodies, the school needs to collect and use information about staff, parents, pupils and other individuals who come into contact with the school.

At Princess May, we are mindful that staff are placed in a position of trust by all stakeholders and that sharing information inappropriately, or unnecessarily, is an erosion of trust and therefore we ensure that all personal and confidential information is used appropriately and dealt with in confidence.

### **Purpose**

To ensure that personal information remains confidential

To ensure that confidentiality is maintained at all times

To ensure that the all staff and governors abide by the policy principles

### **Objectives**

- To foster an ethos of trust within the school.
- To ensure that staff, parents/carers and children are aware of the school's confidentiality policy and procedures and act upon them.
- To encourage children to be aware of confidentiality issues relating to their peers.
- To reassure children that their best interests will be maintained.
- To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that parents/carers have a right of access to any records the school may hold on their child but not to those of any other child that they do not have parental responsibility for.

### **Guidelines**

1. All information about individual children is confidential and is only shared with those staff/adults that have a need to know.
2. All safeguarding, medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff.
3. All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.
4. All children, parents/carers, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that: -
5. Any documents no longer needed will be disposed of using the school's 'confidential document disposal unit' – once an item is placed in here it cannot be retrieved and the monthly.
6. Records of confidential meetings regarding the safeguarding of children will be kept in individual pupil 'Document Vaults' on CPOMS – (Child Protection Online Management System). These individual pupil Document Vaults on CPOMS are only accessible to the Designated Safeguarding Lead and deputy safeguarding leads; the Head teacher, Assistant Head teacher and SENDCo.
7. No reference will be made to any non-recorded discussions, except where the information is vital to the Health, Safety and Well-Being of the pupil, parent, member of staff or governor.

8. Where conversations e.g. telephone calls or between staff are overheard these will not be disclosed to any other person.
9. Confidential information regarding children or families will not be discussed where they may be overheard by others, including other members of staff, children and parents/carers or discussed with any person without direct professional connection to and in interest in the welfare and education of the individual or family concerned.
10. Where confidential material has been seen the contents will not be disclosed.
11. Child protection issues will be passed on to and discussed with the appropriate child protection personnel only – school DSL and/or Deputy DSLs.
12. Matters of child protection are made known to staff on a need to know basis.
13. Parents and Carers have the right to see any records or data relating to their child.
14. The minutes or content of meetings held in school should not be disclosed outside the meeting, unless there is agreement to do so.
15. Class teachers and support staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned
16. Staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
17. Volunteers, students and supply teachers will read this policy as part of their induction.
18. Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it but is not on general view to other parents/carers and children.
19. Photographs of children are not used without parents/carers' permission, especially in the press and internet.
20. Staff performance management is carried out confidentially.
21. Governors must observe complete confidentiality, 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 are regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

### **Other Professionals**

Multi-agency professionals are bound by their professional codes of conduct to maintain confidentiality.

### **Monitoring and Evaluation**

This policy will be reviewed as part of the schools monitoring cycle.

### **Conclusion**

This policy should be read in conjunction with the Data Protection Act (2018)

<https://www.gov.uk/data-protection>, and the school's Safeguarding and Child Protection Policy. All personal information about children is confidential and should only be accessed by staff on a need to know basis.

Princess May Primary School has a duty of care and responsibility towards children, parents/carers and staff. The care and safety of the individual is always paramount.