

# WINGROVE PRIMARY SCHOOL



## Policy Statement for Confidentiality

Date formulated: June 2007

Approved by GB:

Reviewed: June 2016

Date for Review: July 2017

## **Rationale**

Wingrove Primary School seeks to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. (National Curriculum 2000)

We seek to implement the underlying principles of Every Child Matters Agenda and to address the issues which may arise about confidentiality. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising our responsibility to use 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.

## **Aims**

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.

## **Objectives**

1. To provide consistent messages in school about handling information concerning children once it has been received.
2. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
3. To reassure pupils that their best interest will be maintained.
4. To encourage children to talk to their parents and carers.
5. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
6. To ensure there is equality of provision and access for all including rigorous monitoring of cultural, gender and specific educational needs.
7. To ensure that if there are child protection issues then the correct procedure is followed. (see Child Protection Policy)
8. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
9. To uphold the rights of parents to access any records that school may hold for their child.

## **Guidelines**

1. All information about individual children is private and should only be shared with staff who have a need to know.
2. All social services, medical and personal information about a child is held in a safe and secure place, in the school, which cannot be accessed by individuals other than school staff.
3. The school continues actively to promote a positive ethos and respect for the individual
  - a) The school has a senior lead teacher for child protection. The lead is supported by a small team: Inclusion Manager, Deputy Head, EY Leader and the Pupil and Family Support Officer. All receive regular training.
  - b) There is clear guidance and a clear procedure for all staff concerning the handling of child protection incidents.
  - c) There is a clear procedure which is followed should a member of staff be

- d) accused of abuse.
  - e) Effective sex and relationship education brings an understanding of what is and is not acceptable in a relationship.
  - f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and will be dealt with according to school policy.
  - g) Information collected for one purpose will not be used for another.
4. Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues
  5. The school prides itself on good communication with parents and carers and staff are always available to talk to children or parents/carers about issues that are concerning them.
  6. Parents are asked for permission to use photographs of children in the press, on the website and on film at the beginning of term or when a pupil starts school (emergency contact form). The school gives clear guidance to parents about the use of cameras and videos during public school events.
  7. Information will be shared with parents about their own child(ren). Parents should not have access to any other child's books, marks and progress grades at any time especially parents' evening. Information regarding health reports, speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes are all filed securely.
  8. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Although decisions reached at governors' meetings are normally made public, the discussions on which the decisions are reached should be regarded as confidential and individuals should not be named in any such public documents.

## **Monitoring and Evaluation**

The Head Teacher is responsible for monitoring this policy.  
It will be reviewed as part of the policy review cycle.

## **Conclusion**

This policy has been written to guard the safety of each individual. Wingrove Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. It needs to work with a range of agencies and share information on a professional basis and will ensure that any such agencies and professionals have adopted and adhere to confidentiality policies of equal vigour.

