



# Confidentiality Policy

Signed Headteacher:

*Lynette Harrison*

Date: 20<sup>th</sup> May 2016

Date next review due: May 2019

Person/Committee responsible for review: Headteacher

Our work with children and their families will bring us into contact with confidential information.

In order to ensure that everyone in our school, children, staff, parents, governors, can talk, work and play with confidence, we will respect confidentiality in the following ways:

- 1) By recognising that responsibility for confidentiality lies with the whole school community, as well as individual members of staff.
- 2) By ensuring that parents/carers have access to their children's files and records but not those of any other children.
- 3) By passing on information about a child, a member of their family or a member of staff **only on a need to know basis**. This will be done in a secure way and will generally be done with the understanding and permission of the young person and their parents, or the member of staff.
- 4) By **never sharing confidentially held or overheard information** about a pupil, their family or a member of staff outside the circle of people who need to know the information.
- 5) By informing any external services, students or parent helpers working in the school of this policy and their responsibilities. If they are operating their own confidentiality procedures, such as health professionals, this will be known and agreed by the senior management and pupils and parents informed.
- 6) By recognising that referral to other confidential and caring services by any member of staff will require a judgment as to the level of risk. Referral to another service does not in any way remove the duty of care from the school. This information will need to be recorded.
- 7) By storing information carefully and securely with access only on a need to know basis.
- 8) By ensuring that issues to do with staff, including safe employment procedures, remain confidential to the people directly responsible for making personnel decisions
- 9) Pupils will learn about the school's confidentiality policy through their programme of PSHE / Citizenship.
- 10) Reference will be made to this policy at the start of each school year and at review time. All staff will undergo an appropriate level of training to support the confidentiality procedures by going through this policy with a Senior Leader to ensure that they understand their rights and responsibilities at appointment (also students, volunteers and governors).
- 11) Staff must be clear that this policy applies in all instances, including when a parent or carer is known to them outside of school or if a parent/carers asks them directly for information (the response would need to reflect this policy).

**This high level of confidentiality must be maintained as long as people are not at risk or unless an earlier management request for information has been agreed. If there are any concerns about risk to the pupil, the staff member will share this information with the designated lead for child protection, Lynn Harrison, (refer to Child Protection policy).**