



Confidentiality Policy

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1 Rationale

Brookside Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to hold and safeguard information received.

Sharing information unnecessarily is an erosion of trust. Brookside Primary 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.

2 Aims and Objectives

Brookside Primary School 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.

Our objectives are:

- To provide consistent messages in school about the handling of information about children
- To foster an ethos of trust within the school
- To encourage children to talk to their Parents / Carers
- To ensure that pupils and Parents / Carers know that school staff cannot offer unconditional confidentiality
- To ensure that there is equality of provision and access
- To ensure that if there are Safeguarding or Child Protection issues, the correct procedure is followed
- To ensure that confidentiality is a whole school issue and that during 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.

3 Guidelines

- All information about individual children is private and should only be shared with those staff that have a need to know, except where otherwise stated in this policy
- All social services, medical and personal information about a child should be held in a safe and secure place, which cannot be accessed by individuals other than school staff
- The school continues to actively promote a positive ethos and respect for the individual:
 - a) The school has appointed a Senior Lead Teacher for Safeguarding and Child Protection who receives regular training
 - b) There is clear guidance for the handling of Safeguarding and Child Protection incidents
 - c) All staff have regular training on Safeguarding issues
 - d) There is clear guidance for procedures if a member of staff is accused of abuse
 - e) Staff are aware that effective Sex And Relationship Education, can lead to the disclosure of a Safeguarding or Child Protection issue
 - f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow Brookside Primary School's Pupils Discipline and Behaviour Policy
- Parents / Carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report Safeguarding and Child Protection issues
- The school prides itself on good communication with both children and Parents / Carers and staff are always available to talk about issues that are causing concern
- The school encourages children to talk to Parents / Carers about issues causing them concern and may, in some cases, support children in this
- Parents / Carers and children will be made aware that in exceptional circumstances, confidentiality may be broken

- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and Special Educational Needs
- Confidentiality is a whole school issue and clear ground rules must be set for any classroom work such as circle time and other PSHE sessions which may deal with sensitive issues such as sex and relationships and drugs
- The school will take account of the views of those parents who do not wish for their child's photo to appear in print, on the school website or on Twitter (where images are published, only first names or initials are printed and the school gives clear guidance to parents about the use of cameras and videos during public school events)
- Information about children will be shared with parents, but only about their own child (Parents / Carers will not have access to any other child's books, marks and progress grades at any time, especially at Parents Evening)
- Parents / Carers should be aware that information about their child will be shared with the receiving school when they change school
- Parent helpers must first read and then agree to the school's Guidance for Volunteers, acknowledging the issues of confidentiality that a voluntary role within the school involves.

4 External Records

All personal information about children, including social services records should be regarded as confidential and this should be clearly understood by those who have access to it

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 or folders and once read should be returned for secure filing.

5 Governing Body Records

Although decisions reached at Governors' Meetings are normally made public through the minutes or otherwise, discussions on which certain 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 Body. Certain issues within Governor Meetings may, in themselves, be regarded and marked as confidential.

The minutes of Governors' Meetings can be requested from the School Office.

6 Dissemination

Brookside Primary School has a duty of care and responsibility towards pupils, Parents / Carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

The PSHE scheme of work will enable identified opportunities to deliver aspects of this policy in specified year groups.

7 Equality, Diversity and Inclusion

At Brookside School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

8 Policy Review

This policy will be regularly reviewed by the Governing Body and updated annually in line with Brookside Primary School's Policy Schedule.