St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

Long Melford CE Primary School

Confidentiality Policy

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Approved by the Committee/Governing body	*LGB – Long Melford CE Primary School*
Signature of Chair of Governors	
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Confidentiality Policy

Aims

- To protect the child at all times.
- To give all staff involved clear, unambiguous guidance as to their legal and professional roles and responsibilities.
- To ensure good practice throughout Long Melford Church of England Primary School which is understood by pupils, parents/carers, students, voluntary helpers, staff and governors.

Objectives

- To provide consistent messages in school about handling information about children once it has been received;
- To foster an ethos of trust within the school;
- To ensure that staff, parents, carers and pupils are aware of the school's approach to confidentiality;
- To reassure pupils that their best interests will be maintained;
- To ensure that pupils and parents and carers know that the school staff cannot offer unconditional confidentiality;
- 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 and 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 safeguarding information about a child is held in a safe and secure place that cannot be accessed by individuals other than the Headteacher and other designated safeguarding officers.

The school continues to actively promote a positive ethos and respect for the individual:

- The school has appointed a member of the Senior Leadership Team, in addition to the Headteacher, for child protection who receives regular training.
- There is clear guidance for the handling of safeguarding incidents. All staff receive 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 sex and relationship education that brings an understanding of what is and is not acceptable in a relationship, can lead to disclosures of a child protection issue.
- Staff are aware of the need to handle all issues about different structures of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and will be address following the schools' positive behaviour policy.
- Information collected for one purpose should not be used for any other purpose.

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.
The school prides itself on good communication with parents, carers and staff are always available to talk about issues that are causing concern. The school encourages children to talk to parents and carers about issues causing them concern and may in some cases support the children to talk to their parents. When appropriate, the school would share with parents and carers 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 gender, race, religion, medical concerns and special educational needs.

Child protection procedures are understood by staff and training regularly undertaken.

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as sex and relationships and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information that may fall outside the boundaries of child protection procedures.

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; in particular child protection information will only be shared on a need-to-know basis.

Health professionals have their own code of practice dealing with confidentiality.
Staff should be aware of children with medical needs and the class information should be accessible to staff who need that information but not on general view to other parents and carers and children. Photographs of children should not be used without parents/carers permission especially in the press and the internet. A list of children who are not permitted to have photographs and videos taken for public use is available in the office and in each classroom.

Where parental permission is given for children to be videoed or recorded, or artwork photographed in music and art sessions, the material remains confidential. Parents may also consent to anonymous case studies being used in clinical studies.

Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and assessments at any time especially at parents' evenings. However, the parents 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 information from social services, should be regarded as confidential. Such information should be clearly understood by those who have access to it. It should also be clear whether those concerned have access to all, or only some of the information held.

Information regarding health reports such as speech therapy, art therapies reports and referrals, medical reports, Special Educational Needs (SEN) reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be stored in the class teacher's SEN file.

Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.

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 body.

All staff and volunteers sign an annual confidentiality agreement and one as part of their induction process.

Conclusion

Long Melford Church of England Primary School has a duty of care and responsibility towards pupils, parents and 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.