



FRIEZLAND PRIMARY SCHOOL

Confidentiality Policy

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| Date written / reviewed | September 2017 |
| Date of next review | September 2020 |
| Headteacher | <i>SIGNED</i> |
| Chair of Governors | <i>SIGNED</i> |

Friezland Primary School Confidentiality Policy

Introduction

This policy links and should be read in conjunction with the school's Safeguarding, Child Protection and Incident policies.

Friezland Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment.

We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust and a breach of the data protection act.

The school is mindful that it is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.

All schools are asked on occasions to keep information confidential. This can relate to a variety of issues including family matters, drug use, abuse or other dangerous or illegal activities. Confidentiality is a whole school issue, therefore it is important that all members of the school community follow the same clear and explicit policy.

The school will aim 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, volunteers, students, external agencies, Governors and staff.

Aims and Objectives

The key objectives of this policy are:

- to protect the best interests of the child at all times;
- to ensure that all information about individual children is private and is only shared with those staff that have a need to know;
- to provide consistent messages in school about handling information about children once it has been received;
- to maintain an ethos of trust within the school;
- to ensure that staff, parents and pupils are aware of the school's Confidentiality Policy and any associated procedures including the Safeguarding, Child Protection and Incident policies.
- to reassure pupils that their best interests will be maintained;
- to encourage pupils to talk to a trusted adult if they are having problems or worries of any sort, or use the worry box available in each classroom;

- to ensure that all systems in school are totally compliant with the Data Protection Act 1998 and the EU General Data Protection Regulation 2018 as it comes into force.
- to ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality. Confidential issues may have to be shared with key members of staff i.e. Designated Safeguarding Lead, LA Safeguarding Lead if not doing so could increase the risk to the person/child;
- to ensure that there is equality of provision and access for all, including rigorous monitoring of cultural, gender, sexual orientation, disabilities and special educational needs;
- to ensure that if there are child protection issues that the correct procedure is followed;
- To ensure that social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than school staff;
- to ensure that confidentiality is a whole school issue and that in lessons, ground rules are set for the protection of all;
- to understand that health professionals are bound by a different code of conduct;
- to ensure that parents 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;
- to ensure that pupils and parents/carers are reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately, with the exception of a serious safeguarding issue where informing the parents may place the child at greater risk;
- to ensure that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.

Monitoring and Evaluation

1. The policy will be reviewed as part of the school's review cycle in September 2020.
2. The PSHCE scheme of work and policy, Sex and Relationship (SRE) Policy and Drug Education (DAAT) Policy will highlight opportunities for the subject of 'confidentiality' to be covered in identified year groups.
3. The Senior Leadership Team has the responsibility of monitoring this policy. The Headteacher and Class Teachers will keep a record of any incidents/meetings which are linked to the confidentiality policy and the outcomes of such an incident/meeting.

Conclusion

Friezland 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 central to this document.

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