

# Tacolneston & Morley CE Primary Schools Federation

*As each has received a gift, use it to serve one another, as good stewards of  
God's varied grace  
1 Peter 4:10*

*Work together, learn together, grow together...*

## **Confidentiality Policy**

All policies at Tacolneston & Morley CE Primary Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

**Agreed: Summer 2023**

**Head Teacher:**

**Governor:**

**Review: Summer 2026**

## CONFIDENTIALITY POLICY

### **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 Federation which is understood by pupils, parents/carers, staff, volunteer helpers and students.

### **Rationale**

Tacolneston & Morley CE Primary Federation seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. All members of our community, including visitors, are required to adhere to the guidance in 'Keeping Children Safe In Education (statutory guidance for schools and colleges) September 2022. 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. 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.

### **Related Policies:**

- Data Protection
- Safeguarding Policy
- Code of Conduct
- Discipline Procedure
- Online Use Policy

### **Objectives:**

- To provide consistent messages in our schools about handling information about children once it has been received.
- To foster an ethos of trust within the schools.
- To ensure that staff, parents, pupils, volunteer helpers and students are aware of the schools' confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage children to talk to their parents and 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 for all including rigorous monitoring of cultural, gender and special educational needs.
- 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 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.

### **Guidelines**

All information about individual children is private and should only be shared with those staff that have a need to know. 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 teaching and administrative school staff.

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

- a) The school has appointed a Senior Designated Safeguarding Leader and additional DSLs. They receive regular training.
- b) There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection and safeguarding issues.
- c) There is clear guidance for procedures if a member of staff is accused of abuse.
- d) Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
- e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the Federation's discipline policy.
- g) Information collected for one purpose should not be used for another.

Parents/carers and children need to be aware that the Federation cannot guarantee total confidentiality and the Federation has a duty to report child protection issues.

The Federation prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The schools encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would take advice from the child protection team within the Children's Advice and Duty Service (CADS) as to whether to share with parents any child protection disclosure.

Parents/carers and children should feel reassured that only in exceptional circumstances will confidentiality be broken.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

The Federation has appointed the Deputy Headteacher as the Senior Designated Safeguarding Leader. Child protection procedures are understood by staff and training is undertaken on a regular basis for all staff.

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

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staff need to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. 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.

Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Photographs of children should not be used without parents/carers permission especially in the press and internet. Outside the school environment, the child's name must not be used with a photograph so that they can be identified. Children's photographs should not be used in a medical room, but in a folder displaying a photo and identifying their medical need.

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 progress grades at any time especially at parents' evening. However 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 social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports once read should be returned for secure filing.

Logs of administration of medication to children should be kept in the medical room.

In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. These confidential papers should be destroyed. 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.

### **Conclusion**

Tacolneston & Morley CE Primary Federation has a duty of care and responsibility towards pupils, parents/carers, staff and governors. 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.

