

Chacewater Primary School

Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of children, their families and staff, while ensuring that they are provided with a high standard of education and a safe and secure environment in which to grow and learn.

Aims

- To ensure that all families can share their information in the knowledge that it will only be used for the welfare and safety of their children.
- To support staff in their work by having clear guidelines for confidentiality.
- To ensure that all stakeholders are aware of the school policy for confidentiality.

Objectives

To ensure that children, families and staff can feel secure within the school community, we respect confidentiality in the following ways:

- Parents have access to the records of their own children, but do not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the school's ability to meet that child's needs.
- Children are made aware of what will happen to any information they give to staff, namely that some information can remain confidential, while some has to be shared with other adults.
- Staff allow time to talk to children and families at an appropriate time and in an appropriate place.
- Staff, student and governor induction includes an awareness of the importance of confidentiality.
- Staff are supported by the Designated Teacher for Child Protection, and if necessary by the Local Authority Education Welfare Officer, when dealing with difficult situations.
- Regular training is given with regards to dealing with a disclosure from a child and other related child protection matters. (See the tier 1 leaflet)
- Parents are informed the duties of the Designated Teacher for Child Protection, should a disclosure occur.
- All members of the school community are made aware of who is the Designated Teacher for Child Protection.
- Any concerns relating to a child's safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely, whilst remaining as accessible as is necessary.
- Issues relating to the employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions.
- Parents' permission is sought yearly with regard to the use of images of their children.

Monitoring and Evaluation

Issues regarding confidentiality will be recorded in order to assess the effectiveness of the policy in practice. This will give us an opportunity to monitor our practice.

Supporting documentation

Please refer to the following documents in support of this policy:

- Sex and Relationship Education Guidance 2000
- Working Together to Safeguard Children
- Every Child Matters
- Data Protection Act
- Equality and Diversity and associated policies