



... the sky's OUR limit!

RIDGEWAY PRIMARY SCHOOL

CONFIDENTIALITY POLICY

Introduction

The aim of this policy is to protect our pupils at all times and to give staff involved, clear, unambiguous guidance relating to boundaries and legal frameworks to which they must adhere. At all times, the school will put the safety and welfare of the pupil first. This policy will be shared with all interested parties both in the school and in the wider community and will apply to all staff, visitors and volunteers to the school.

All children and their parents have the right to the same level of confidentiality irrespective of gender, race, religion, medical concerns or special educational needs.

Guidance

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

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the team room. The school respects everyone's right to privacy.

A "needs to know" approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear. This information includes adults; staff, volunteers or other members of the school community.

Aims

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in school deal confidently with sensitive issues.

Freedom of Information Act

A parent may at any time request to see information that is held on their child. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.

Confidentiality Policy

- All school staff are expected to maintain professional standards of confidentiality about anything seen or heard within the school. Staff should avoid being 'drawn' into discussions which relate to school matters or matters regarding an individual child, group of children or their families. If there are any concerns in this matter please refer them to the Headteacher or governors. Details relating to children are confidential and should only be shared with staff, as part of their professional role or with the parents/guardians of the child in question.

- The school's procedures for the taking of and use of photographs and video recording in school should be adhered to at all times.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained.
- Unconditional confidentiality should never be given. If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the Designated Teacher for child protection or the Headteacher.
- Adults should be sensitive when discussing an individual child's behaviour in the presence of another child. No adult should enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.
- We follow and adhere to all of the GDPR regulations.

Governors' Meetings

- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents/carers.
- Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.
- Governors should not divulge details about discussions in meetings to any person outside the meeting including members of their own families.
- We follow and adhere to all of the GDPR regulations.

Information held about children

- Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school as part of the school's public duty.
- All personal information about children including social services involvement are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, Special Needs reports, and child protection information will be stored in a secure location.
- Confidential records, including those in hard copy, on a laptop or on a memory stick should be kept in a safe place at all times and should not be left in open places in school at home or left in cars.
- Health professionals have their own code of practice when dealing with confidentiality. Staff should be aware of children with medical needs and any relevant information should be made available to those that need that information. Logs of the administration of medication should be kept secure and each child should have their own individual log.
- We follow and adhere to all of the GDPR regulations.

In the classroom

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed e.g. drugs education, sex and relationships education.
- All adults should not put pressure on children to disclose personal information and should discourage from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection. Children will be

reassured that, if information has to be shared, they will be informed first and then supported appropriately.

- We follow and adhere to all of the GDPR regulations.

Dissemination of the Policy

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this Policy and a short summary of this Policy will be included in the school prospectus. A copy of the Policy is also available on the school web site.

Monitoring and review

The Designated Safeguarding Lead will monitor the effectiveness of the Policy throughout the year in consultation with the governor with responsibility for child protection.

Reviewed May 2018

Laura Gray
Deputy Headteacher

Document History

July 2011	Adopted at Personnel Committee Meeting
May 2015	Reviewed and presented for adoption at Personnel Committee 19 th May 2014 with no changes
May 2018	Addition of GDPR regulations and addition of all settings Reviewed and presented for adoption at Resources Committee 22 nd May 2018

This policy is due for review 2021