



# THE WESTON FEDERATION

## CONFIDENTIALITY POLICY

### AIMS OF THE CONFIDENTIALITY POLICY

- 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
- To ensure all adults display the highest possible standards of professional behaviour that is required in an educational establishment.

This confidentiality policy impacts upon every other school policy and system at Weston Heights Infant School and Weston Coyney Junior School.

### LEGAL REQUIREMENTS

#### Human Rights Act 1998

Gives everyone the right to 'respect for his private and family life, his home and his correspondence, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.'

#### Data Protection Act 1998

Applies to personal data of living, identified viable individuals, not anonymised data; manual and electronic records. Schools need to be clear, when collecting personal data, what

purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

### **Freedom of Information Act 2000**

Amends the Data Protection Act and gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.

### **Children's Act 2004 and Children & Families Act 2014**

The Children's Act, 2004 and 2014 sets out the following objectives.

## **MORAL AND VALUES FRAMEWORK**

The moral and values framework within which confidentiality is addressed should be consistent with the overarching aims of the school and should be easily translated into practice in terms of:

- the curriculum content
- the teaching methods
- the professional relationships within the school – maintain an impeccable standard of integrity

## **EQUAL OPPORTUNITIES STATEMENT**

The Weston Federation are committed towards equal opportunities in all aspects of school life.

## **SPECIFIC ISSUES**

All Adults Working In Our Schools:

- Implement the child protection policy
- Encourage children to talk with their parents/ carers
- Keep anything seen or heard within school confidential to the school
- Know that they should seek to co-operate with colleagues and provide support required by their Line Manager
- Know to avoid words and behaviour that might bring the school into disrepute or undermine colleagues in the perception of others.

- Know that to avoid positions where duty and private interests conflict (see social networking policy)
- Who have a concern about a child, but do not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school. (See use of mobile phone policy)
- Will not divulge any child's personal details over the telephone until the validity of the request has been ascertained via a returned call.
- Know that unconditional confidentiality should never be given.
- Know that if they receive external information that leads them to believe there is a child protection issue, they should refer the information to the child protection coordinator.
- Know that they should not discuss an individual child's behaviour in the presence of another child
- Know that they should not enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

### **Governors Meetings**

- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Equality and cohesion will be promoted, in line with our Equality and Cohesion Policy, and the policy will be operated in a non-discriminatory way
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any 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, 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.

### **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 books, marks and progress grades at any time, especially at parents evening. However, parents/ carers should be aware that information about their child will be shared with the receiving school, if and when they change school.

- All personal information about children including social services records 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, SEN reports, SEN minutes of meetings, Social Care and Health Services will be circulated in envelopes and once read should be returned for secure filing.

### **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 others 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.
- If a child and his/her parent/ carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/ head teacher. e.g. bereavement.

### **DISSEMINATION OF THE POLICY**

All staff members, governors and adults working in the school's (including voluntary helpers) are able to access this policy. A copy is available to view in the staff room, school website and upon request in the school's office.

### **MONITORING AND REVIEW**

The Senior Leaders including the Child Protection Officer will monitor the effectiveness of the policy throughout the year in consultation with Governors with responsibility for child protection.

**Date of Review: Autumn 2016**