

# **St. Paul's C of E Primary School**

Documentation Information and Control

## **Confidentiality Policy**

*Current Status:* Reviewed 2018

*Review date:* Biennially in July

*Persons responsible for review:* The Governing Body in consultation with the Head Teacher

*Reference to other documents:* Child Protection Policy  
Safeguarding Policy  
Equal Opportunities Policy  
Health and Safety Policy  
Whistle-blowing Policy

## **St. Paul's C of E Primary School**

# **Confidentiality Policy**

### **1. Rationale**

1.1 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists

(1) to glorify Almighty God, and

(2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.

1.2 We seek to provide a safe and secure learning environment where children are able to express themselves but are mindful that we are placed in a position of trust by all stakeholders and must safeguard the information we receive.

### **2. Purpose**

The school shall:

(1) provide consistent messages in school about handling information;

(2) ensure that pupils and parents or carers are aware that school staff cannot offer unconditional confidentiality;

(3) ensure that correct procedures are followed in matters of child protection; and,

(4) ensure that parents only have right of access to any records that the school may hold about a child for whom they have parental responsibility.

### **3. Information Sharing**

3.1 The School recognizes "Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and

welfare must be the overriding consideration" *Information Sharing: Practitioner's guide*, HM Government, 2006.

- 3.2 When a child is or may be at risk of significant harm the school shall share appropriate information with the Police and official Social Care services.
- 3.3 In the normal course of events the confidence of a child, a parent or a carer shall not be breached.
- 3.4 The only circumstance in which data or information may be shared shall be on a 'need to know basis', that is, when access to the data or information is necessary for the conduct of official business. Only those facts, and nothing more, will be imparted which need to be known and only at the time they need to be known.
- 3.5 All social services, medical and personal information about a child shall be held in a secure location where it can only be accessed by members of the school staff.
- 3.6 The child protection officer shall keep social services documentation in a locked cupboard.
- 3.7 Pupils' personal files shall be kept in locked filing cabinets in the school office.
- 3.8 The SENCO shall keep SEN documentation in the locked SEN room and minutes and reports shall be circulated in envelopes and returned promptly for filing.
- 3.9 Medical information shall be kept in the school office where it is available for staff in case of an emergency.
- 3.10 Information about children will be shared with parents or carers at consultation evenings or through written reports but parents or carers shall not have access to information about other children at consultation evenings or in written form.

- 3.11 Information about children shall be passed to the receiving school when children change schools.
- 3.12 Addresses and contact telephone numbers will only be passed on in exceptional circumstances to other agencies working with the child or to other schools as part of the transfer process (*see paragraph 3.4*).
- 3.13 The school child protection officer shall be a member of the Senior Leadership Team (SLT) and the staff team shall receive regular child protection training.
- 3.14 Parents, carers, staff and children shall be aware that it is not possible to guarantee total confidentiality and that the school has a duty to report child protection issues.
- 3.15 Confidentiality is a whole school issue and governors, staff and pupils shall be aware that information shared within lessons shall not be discussed or shared outside of the lesson and reports to staff or governors shall not be discussed outside of the meetings.
- 3.16 Photographs of children shall not be used in the press or on the internet without the permission of parents or carers. Names of children shall not be used alongside photographs to avoid identification.
- 3.17 Parents, carers and visitors shall not use still or video cameras during performances or activities in school but may take photographs of their own children at the end of any public performance.

#### **4. Review**

The governors shall review this policy every two years.