



# **Cramlington Village Primary School**

## **Confidentiality Policy**



## “Empowering everyone to achieve”

<b>Policy Title</b>	Confidentiality
<b>Policies that inter-relate</b>	Safeguarding, Freedom of information, Data protection policy
<b>Legal and Statutory documents linked</b>	‘Every Child Matters’ Agenda
<b>Governor Committee responsibility</b>	Risk Committee
<b>Date of last review</b>	August 2016, Summer 2017
<b>Reviewer name and position</b>	D Wylie
<b>Date of next review</b>	Summer 2018
<b>Date approved by Governors</b>	Summer 2017
<b>Audit file updated</b>	Summer 2017



## **Aims of the policy**

The overall aim of this policy is to protect the child at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles, ensuring good practice throughout Cramlington Village Primary School (CVPS) which is understood by pupils, parents/carers, volunteers/students and staff. More specifically, this policy aims to

- provide consistent messages about the handling of information regarding children once it has been received;
- foster an ethos of trust within CVPS;
- ensure that staff, parents and pupils are aware of CVPS's confidentiality policy and procedures;
- reassure pupils that their best interests will be maintained;
- encourage children to talk to their parents and carers;
- ensure that pupils and parents/carers know that CVPS staff cannot offer unconditional confidentiality;
- ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- ensure that, in relation to child protection issues, correct procedure is followed;
- ensure that confidentiality is a whole school issue and that in classes ground rules are set for the protection of all;
- indicate that health professionals are bound by a different code of conduct;
- ensure that parents have a right of access to any records CVPS may hold on their child but not to any other child that they do not have parental responsibility for.

## **Introduction**

CVPS seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the 'Every Child Matters' agenda and to address issues which may arise about confidentiality.

CVPS is 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. CVPS 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.

## **Key Points**

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



All children's services, medical and personal information about a child is kept under lock and key in the school principal's office and cannot be accessed by individuals other than CVPS staff.

CVPS continues to actively promote a positive ethos and respect for the Individual, therefore:

- a) CVPS has appointed a designated child protection officer.
- b) There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection 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.

Parents/carers and children need to be aware that CVPS cannot guarantee total confidentiality as it has a duty to report child protection issues. Parents/carers and children should be aware that that in exceptional circumstances confidentiality will be broken.

CVPS prides itself on good communication with parents and carers, staff are always available to talk to both children and parents/carers about issues that are causing concern. CVPS encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

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 school by these categories but individual children should not be able to be identified.

Confidentiality is a whole school issue. Clear ground rules must be set by staff for any classroom work dealing with sensitive issues such as sex, relationships and drugs. 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. At no time should the child's name be used with a photograph so that they can be identified. CVPS gives guidance to parents about the use of cameras and videos during public events – this is usually done through a



public announcement or letter prior to the event.

All staff, students, volunteers and governors are expected to be mindful of privacy when holding confidential discussions or telephone conversations in order to avoid being overheard when discussing personal information about a child, parent/carer, member of staff or another adult.

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 staff (whether teaching or support staff) and student volunteers are expected to adhere to the principle that CVPS matters remain confidential out of and beyond CVPS. Staff should avoid discussing school matters with anyone not directly involved, especially where that issue relates to individual pupils, parents, governors or staff or broader issues that have not yet become public knowledge.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any papers should be marked as confidential and should be returned to the clerk after the meeting and 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 a potentially contentious issue arises outside the governing body.

### **Monitoring and Evaluation**

- The policy will be reviewed annually as part of the CVPS monitoring cycle.
- This Policy should also be read with the CVPS Safeguarding policy, the CVPS Freedom of information policy and the CVPS data protection policy.