

Cowlersley Primary School

Confidentiality Policy

Introduction:

As a school we are asked on occasion to keep information confidential, it is therefore important that the whole school follows the same policy in order that our children have 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 give clear guidance to all members of the school with regard to 'confidentiality'.
- To give staff guidance on how to deal with sensitive issues.
- To encourage young people to talk to a trusted adult if they are having problems / concerns.

Objectives:

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

Children:

- 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.
- Children will be encouraged to talk to their parents or carers and be given support to do so where ever possible.
- Children will be informed of sources of confidential help, for example, the Learning Mentor, the School Nurse through assemblies, Circle time and Posters.
- 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'.

Parents / Carers

- Parents / Carers have access to records of their own children, but do not have access to information about other children.
- Personal information about families is kept securely, whilst remaining as accessible as is necessary.
- Parents' permission is sought yearly with regards to taking photographs of their children.

- Parents are informed through the School Prospectus and Safeguarding display board in the main entrance of the duties of the Designated person for Child Protection.

Staff / Students / Governors

- If a member of staff receives information that leads them to believe that there is a child protection issue, they should refer the case to the designated **Child protection Officer (Mrs C Speight, HeadTeacher)**
- Any personal information should be regarded as private and not passed on indiscriminately (for example in the staff room). Staff will not discuss information given by parents / carers except where it affects the school's ability to meet that child's needs.
- Staff are supported by the Designated Person for Child protection (**Mrs C Speight, HeadTeacher**), and if necessary by the Local Authority when dealing with difficult situations.
- Issues relating to the employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions.
- Regular training is given with regards to a disclosure from a child.
- Staff, student and governor induction includes an awareness of the importance of confidentiality.
- Staff, Pupils and Governors are aware that 'passwords' and 'door codes' are not to be shared.

Further Guidance:

For our school to be fair to all its community, and for children and adults to have disciplinary matters dealt with according to the school's own procedures and out of the eye of the wider school community, it is important that:

- Staff not to discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- Discussions around an individual child's behaviour is no to take place in the presence of another child in school.
- Staff are not to enter into detailed discussion about a child's behaviour with other children or their parents.
- Governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Parents in school, working as volunteers, or as part of the PTA, do not report cases of poor behaviour or pupil discipline to other parents in the school.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the head teacher's office and held by the Performance Management Leaders, electronic records will only be available from the head teacher's computer.

- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom. For example the specific use of teaching assistant time for particular pupils or groups of pupils, teaching assistants have different roles within a class, including the support of children with special educational needs, the provision and work with these children is for the teacher to discuss with the relevant parents or carers.

Monitoring and Evaluation

A copy of this policy will be made available to parents / carers through the parent notice board and also the school website. It will be shared with the children at a School Council meeting and Governors at respective meetings.

Issues regarding confidentiality will be recorded in order to assess the effectiveness of the policy in practice.