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CONFIDENTIALITY POLICY

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Confidentiality Policy

Statement

The Mundy Junior School Confidentiality Policy has been developed in accordance with the principles of the Human Rights Act 1998, The Data Protection Act 1998 and GDPR Act 2018, The Freedom of Information Act 2000, Crime and Disorder Act 1998 S17, Children Act 1989 S17 and 47, Children Act 2004 S10, 11 and 12 and the welfare regulations required by Section 40 of the Child Care Act 2006. This policy needs to be read in conjunction with the Pre-School schools Child Protection and Allegation Policy.

As Part of the ethos of our school we take seriously our responsibility to ensure the protection, health, safety and well-being of our children and staff. We expect our staff to comply with this confidentiality policy and will treat breaches of confidentiality as a serious matter.

The Governors and SLT are responsible for implementation, monitoring and reviewing of the confidentiality policy.

Rationale and Statement on the Importance of Confidentiality:

At Mundy C of E VC Junior School we believe that:

- The safety, wellbeing and protection of the children in our school is of paramount consideration in all decisions staff make about confidentiality. The appropriate sharing of information between staff and professionals is an essential element of ensuring the wellbeing of children in our care.
- It is an essential part of the ethos of our school that there is a clear and explicit policy on confidentiality so that children, carers and staff are able to seek help both within and outside the school and the number of situations are minimised when personal information is shared to ensure pupils and staff are supported and safe.
- Parents, carers, children, young people and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues.
- The school's attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Everyone in the school needs to know that no one can offer absolute confidentiality.
- The school at all times puts the safety and welfare of the child first and any issue will be referred to the DSLs. The name of the designated DSLs are Leonie George, Dot Adair and Lisa Knighton

Definition of Confidentiality

For the purpose of this policy, the following definition of confidentiality will apply:

“Discretion in keeping private information”

We aim to ensure in this school that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. The general rule in this school is that staff should make clear that there are limits to confidentiality at the beginning of the conversation. These limits relate to ensuring children’s safety and well-being.

Staff, Visitors and Volunteers Responsibilities

All people working with our children in this school will understand that:

- The interest of the child is paramount
- At the outset inform child / parent / carers that they cannot offer complete confidentiality in circumstances when they are concerned for the child or other children, parents or staff members. Will explain to the child / parent / carer as appropriate at the outset openly and honestly what and how information will or could be shared and why, and seek their agreement. The **exception** being when to do so would place the child, or others at increased risk of significant harm or an adult at risk of serious harm or if it would undermine the prevention detection or prosecution of a serious crime including where seeking consent might lead to interference with a potential investigation.
- Will ensure that the information they share is accurate and up to date and necessary for the purpose for which they are sharing it, shared only with those people who need to see it and shared securely. Unless s/he is already known a phone call received from professional seeking information must be verified before information is divulged by calling his or her back on an organisation telephone number and not a mobile phone.
- Inform any child / parent / carer / staff member when they have inadvertently made a disclosure that they may need to share the information with the DSLs.
- At all times abide by the school’s child protection policy.
- Be duty bound to act appropriately upon information not directly given to them and consult with the DSL.
- Where there are areas of doubt about the sharing of information seek a consultation with Starting Point.

Ground Rules in the School for Carers / Parents / Staff and Children

In order to create the right sort of learning environment and to help safeguard people’s rights to confidentiality the school believes it is best to establish a clear set of ground rules to work within whilst at the school. Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made.

Examples of Ground Rules include:

- We will respect each other and not laugh, tease or hurt others
- Listen to views and opinions
- If we find out things about other children / staff / parents which are personal and private we won’t talk about it unless a child or adult is at risk of significant harm.

If we are worried about someone else’s safety we will then talk to the DSLs.

When Confidentiality should be broken and Procedures for doing this

See the child protection policy and if you are still concerned and unsure of whether the information should be passed on or other action taken you should speak to the DSLs.

Children's Records:

We keep several kinds of records on children attending our school:

1. SEN

These include observations of children in the school, samples of their work, summary developmental reports, medical and professional reports.

2. General

Records of their achievements and tracking data

When appropriate ie sensitive and defined as confidential, they are kept in a locked cupboard and can be accessed and contributed to by a designated member of staff only.

2. Personal Records

These include registration and admission forms, signed consents and correspondence concerning the child or family, reports or minutes concerning the child from other agencies, an ongoing record of relevant contact with parents and observations by staff on any confidential matter involving the child such as developmental concerns or child protection / welfare matters.

These confidential records are stored in a lockable cabinet and are kept secure by the person in charge in an office.

Parents have appropriate access in accordance with the access to records procedure and rights of their own children but do not have access to information about any other child. Parents do not, however, have an automatic right of access to child protection records.

Other Records:

Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

Student volunteers who are working or observing in the school are advised of our confidentiality policy and required to respect it.

Monitoring and Review:

All school personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents prior to approval of the SLT

This policy has been written to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

This policy forms part of our Safeguarding Policies and will be reviewed annually. All staff should have access to this policy and sign to the effect that they have read and understood its contents.



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