

Confidentiality Policy

This policy aims to give clear advice and guidance on the rules of confidentiality in the school for staff, parents, carers, governors, volunteers, students, drivers and other professionals. It must be viewed in conjunction with the school's safeguarding policy.

Sharing information unnecessarily is an erosion of trust. The school is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.

The Data Protection Act 1998 requires that personal information is:
'obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; is accurate, relevant, not held longer than necessary and is kept securely.'

Guidelines

- The appropriate sharing of information between school staff and with other professionals is an essential element in ensuring our pupils well-being and safety. 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.
- The number of situations where personal information is shared is kept to a minimum. Staff do not discuss details of pupils with any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- Confidential information must be shared with appropriate agencies if a child is at risk. Child Protection concerns must always be reported to the Headteacher who will take appropriate action.
- Information is stored securely. **Information from Health and Social Care must be kept in the main pupil files in the office. Copies of such information that are kept in the classroom, must be in a locked cupboard.**
- Documents which contain names and/or photographs are deemed confidential. These must be disposed of by shredding. Laminated documents must be shredded using the electronic shredder.
- Staff must not put pressure on pupils to disclose personal information and should discourage fellow pupils from applying any such pressure.
- **No member of staff discusses an individual child's behaviour or personal issues in the presence of another child in school.**
- **Staff do not enter into detailed discussion about a child's behaviour or personal issues with other children, parents, drivers etc.**
- **Governors do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.**
- It is always inappropriate to gossip about colleagues or pupils and their families, whether in or out of school or on-line. Staff that use social networking sites, such as Facebook, should never mention pupils or their families in their postings, or refer to any aspect of school or their work in a public on-line forum .
- At the discretion of the teacher, Home/School diaries may be read by any member of the classroom staff. Parents wishing to impart confidential information to a particular member of staff should do so in a sealed envelope.

November 2016

Next review date: November 2017