

# Confidentiality Policy

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## Introduction

All schools are asked to keep information confidential. This can relate to a variety of issues including family matters, drug use or other dangerous or illegal activities. Confidentiality is a whole school issue therefore it is important that all school staff follow the same policy.

## Aims

- To maintain an ethos of trust within the school.
- To protect students at all times.
- To reassure students that their best interests will be maintained.
- To encourage students to talk to a trusted adult if they are having problems of any sort.
- To give clear guidance to all school staff about confidentiality.
- To give staff confidence to deal with sensitive issues.
- To ensure that students and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that students and parents/carers are reassured that if confidentiality has to be broken they will be informed first and then supported appropriately.
- To ensure that if there are child protection issues then the correct procedure is followed.

## Process

- All information held in school is held to adhere to our GDPR policy.
- All information on individual students is private and is shared with staff confidentially.
- All social services, medical and personal information about a student is held in a safe and secure place which cannot be accessed by individuals other than school staff.
- Students and parents/cares are welcomed into school to discuss issues causing concern.

- The school has a member of staff as a Designated Safeguarding Person (DSP).
- Child protection procedures are understood by staff and training is undertaken at recommended intervals.
- All staff are aware of some confidential matters to support individuals. Staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers and students are working in classes, they do not discuss educational matters including behaviour issues outside the classroom.
- Information about students is shared with parents/carers about their child. Parents/carers do not have access to any other child's books, marks and progress at any time. Information about a child will be shared with a receiving school when a child changes school.
- Photographs of students are not used without parents/carers consent.
- Governors do not divulge details about individuals to any person outside of the Governor meeting.
- At full governing body meetings matters such as student exclusion, personnel issues and personal details of any member of the school community will be dealt with in the head teacher report. This is not for the knowledge of persons outside the meeting. Confidential minutes will be kept separately and are not published.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be held by the head teacher.

#### **In lessons:**

- Ground rules and distancing techniques are used where sensitive issues are being addressed.
- Staff will not put pressure on students to disclose personal information and will discourage fellow students from applying such pressure.

#### **Personal disclosures:**

- If disclosures from students take place at an inappropriate place or time the member of staff will talk to the student concerned privately.
- The member of staff is encouraged to talk to a member of the safeguarding team for advice on suitable actions.

#### **Equal opportunities:**

All students have the right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. However, staff may need to discuss an individual case with a class or group. Permission to discuss an individual case with a class or group should be sought from parents/carers first.

**Health professionals:**

Health professionals follow their own code of practice when dealing with confidentiality when working in a one to one situation. When working in a classroom they are bound by the relevant school policies.

Policy approved by Governors: March 2023

Date of next review by Governors: February 2024