

Abbey School

CONFIDENTIALITY POLICY

Safeguarding Statement of Intent

The staff of Abbey School are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Abbey School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

1. INTRODUCTION

1.1 It is a primary aim of our school that every member of the Abbey School community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

1.2 The school's Confidentiality Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels safe and secure and every individual's and each family's right to privacy is respected.

1.3 Confidentiality is an essential element of the success of our school. As such all of our staff and visitors are expected to work within the guidelines of this policy which conform to recent legislation and government guidelines.

1.4 We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a 'need to know' basis.
- Not discussing personal information relating to any of our stakeholders, ie those who are connected to the school, in a general way or where it may be overheard.
- Keeping all personal records confidential.
- Using teaching methods which protect confidentiality.

RELATED POLICIES AND DOCUMENTS

Anti-bullying
Behaviour
Care and Control
Child Protection
Equality
Safeguarding
Whistleblowing

RELATED LEGISLATION

Human Rights Act 1998 Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden by ‘public interest’, eg for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 1998 Applies to: personal data of living, identifiable individuals (not anonymised data); manual and electronic records. Schools need to be clear, when collecting personal data, of the purposes for which it will be used and should have policies to clarify this to staff, pupils and parents/carers.

Freedom of Information Act 2000 Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. Schools’ data or record keeping policy should also cover the requirements of this Act.

2. PROCEDURES – GENERAL

2.1 All information about individual stakeholders, however obtained, eg from personal records, through observation, through meetings, through situations that arise during class, playtime or outside of school, is private and will only be shared with those who have a need to know, ie those who work in school and need the information in their professional capacity.

2.2 Information which relates to any individual or brings our school into disrepute will never be posted or shared, through any means including, but not exclusively, text messaging and all areas of social media, eg online Facebook, Twitter. Staff, regular visitors and volunteers understand that this is a requirement both during and after their time at our school and confirm this through signing a Statement of Confidentiality. See Appendix 1

2.3 Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

2.4 All social services, medical and personal information will be held in a safe and secure place which cannot be accessed by individuals other than nominated school staff. It will be considered whether staff concerned have access to all, or only some, of the information.

2.5 Staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues and may, in some cases, support children to talk to their parents/carers.

2.6 Parents/carers and children will be made aware that our school cannot guarantee total confidentiality and that we have a duty to report child protection issues. Any child protection disclosure will be shared with parents/carers before we inform the appropriate authorities unless we believe that this puts the child at greater risk.

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2.7 Data generated by our school will be anonymised where necessary to ensure confidentiality. Information collected for one purpose will not be used for another.

2.8 Photographs or video of children will not be used without parent/carer's permission and our policy on the use of images of children will be adhered to at all times. See letter Photographs - parent helpers and volunteers.¹

2.9 We ensure that parents/carers have a right of access to any records the school may hold on their child, within legislative requirements. Parents/carers will not have access to any other child's books, records or assessment data at any time.

2.10 Only those identified by school as having parental responsibility will be contacted in relation to their child. Should there be any concerns, these will be referred to the designated person for child protection before a parent/carer is contacted.

2.11 All requests for information, about our school or stakeholders, by an outside agency or the media will not be commented on by the person to whom the request was made, but will be referred immediately to the headteacher.

3. PROCEDURES – STAFF

3.1 Personal information such as social services reports, speech therapy reports, medical reports, SEN reports, minutes of meetings etc. will be circulated, where necessary, securely and once read will be returned to the appropriate person for secure filing.

3.2 Correspondence to parents/carers relating to social services, medical and personal information will be handed directly to the parent/carer, not put in book bags.

3.3 The designated senior person (SDP) and deputy designated senior person (DDP) for Child Protection receive regular training. Child Protection procedures are understood by all staff and training is undertaken regularly. For your information these designated persons are currently:

SCHOOL SDP = Miss Fleur Greinig
 DDP = Mrs Karen Hunt

3.4 Details of children are not to be disclosed to any parents other than those of the child concerned.

3.5 Information regarding a child's progress, positive or negative, is passed on only by the class teacher concerned, the Headteacher or the TA (where the TA is contracted to work with a specific child) to the parent.

¹ Please see letter PHOTOGRAPHY – parents: P:\POLICIES and PROCEDURES\REGULATION 3 The welfare, health and safety of pupils\SAFEGUARDING\PHOTOGRAPHY - parents.doc

3.6 Staff should feel that they can talk freely about children in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere.

3.7 Concerns about the performance of a colleague should only be discussed with the Headteacher or deputy or, in the case of the Headteacher, the next most senior member of staff.

3.8 Staff should not pass confidential information to spouses/partners.

3.9 Any issue which staff have been asked to keep confidential, must remain confidential.

3.10 Clear ground rules will be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues. Staff will be proactive so children feel supported but information is not unnecessarily revealed in a public arena.

4. PROCEDURES - PARENT HELPERS AND VOLUNTEERS

4.1 As parents involve themselves with the school they become members of a professional team. As such we ask them to sign the form at Appendix 1² as having read and understood the Statement of Confidentiality below. We also provide them with Parent and Volunteer Guidelines³ which includes expectations on confidentiality, safeguarding, security and health and safety.

4.2 Parents need to acknowledge the fact that some circumstances may not be fully understood by them because the teachers are not at liberty to discuss them, eg confidential aspects of the children's lives which may impinge on their schooling.

4.3 Parents, particularly those who volunteer their time to help the school during the school day, will see and hear a great deal in the classroom and around school but must not discuss any of this information with the wider community. Parents working in classrooms do so on the understanding that they support teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of the school. Breaches of confidentiality may cause upset to families and pupils and damage to the school.

5 MAINTENANCE OF THE POLICY

5.1 To ensure our high standards of confidentiality are maintained, a copy of this policy will be issued annually to:

- every member of staff
- all parents and volunteers who help in school
- all students on placements

² Appendix 1 – Please sign this form and return to School Office

³ Please find Parent and Volunteer Guidelines at P:\POLICIES and PROCEDURES\REGULATION 3 The welfare, health and safety of pupils\SAFEGUARDING\PARENT and VOLUNTEER - Guidelines.docx

Appendix 1

Abbey School

Statement of Confidentiality

All members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Statement above and agree to adhere to this in my role at Abbey School, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to Abbey School and its stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder or brings Abbey School into disrepute.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

Signed: Date:

Name (please print):

Role in school:

Signature of school representative / Date:

Please sign and date and hand to Mrs Porter in the school office