

## St Hilda's CE Primary School Confidentiality Policy

This policy has been developed in line with our healthy schools status through consultation with the whole school community.



### Consultation

At our school it is important that all members of the community are involved in developing our policy & practice. Parents were consulted through questionnaires, pupils through the school council and staff through questionnaires and healthy school meetings in developing this policy.

### Aim

To protect the child at all times and to give all staff involved clear unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

### Rationale

St Hilda's C of E Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to address the issues which may arise regarding confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of that trust.

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

### Objectives

1. To provide consistent messages in school about handling information received about children.
2. To foster an ethos of trust within the school
3. To reassure pupils that their best interests are being maintained
4. To encourage the children to talk to their parents and carers.
5. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
6. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and AEN.

7. To ensure if there are Child Protection Issues then the correct procedure is followed.
8. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
9. To understand that health professionals are bound by different codes of conduct
10. To ensure that parents have a right of access the school may hold on their child- but not for children for whom they have no parental responsibility.
11. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures

### Guidelines

1. Pupil information is securely stored on the Integris which has password protected limited access. This information is updated at least annually.
2. Pupil attainment and attendance data forms part of this information- this can be more widely accessed by school staff and partners through school contacts.
3. AEN and SEN information is also held centrally on TSS.
4. Child Protection information is securely stored in a separate location.
5. Fair Processing Information is sent out to parents annually informing them of the agreed uses for the information held by school.
6. Information is forwarded to new schools via the S2S system. Paper records and samples of pupils work will be forwarded by post

### Monitoring & Evaluation

The Headteacher and Inclusion Sub Committee of the Governing Body have responsibility for monitoring this policy.

The policy will be reviewed as part of the school's monitoring cycle determined by the priorities of the school development plan

The PSHE&C curriculum and SRE and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year group

GP & HC January 2015