



Oakley Cross Primary School

"We believe in respect and success for all"

Confidentiality Policy

Date of policy: May 2020
Review date: May 2022

Our School Values

We want to instil in our children the core values of:

- Respect
- Resilience
- Confidence
- Kindness
- Tolerance

These values support the way in which all members of our school community can live and work together in a supportive way. They support our school aims.

School Aims (Written by staff)

Article 3: The best interests of the child must be top priority in all things that affect children. At Oakley Cross we aim to provide a high quality curriculum, underpinned by strong teaching and learning and encourage every child to:

- **R**espect themselves, others and the environment
- **E**xpress their needs and feelings and recognise the needs of those around them
- **S**ucceed and reach their full potential by developing a positive work ethic and through high expectation and aspiration
- **P**ersevere when challenged, demonstrating resilience
- **E**nrich their lives through learning and seizing every opportunity to try new experiences
- **C**ontribute fully to school life and the wider community by developing confidence, self-esteem and independence
- **T**olerate others, embrace and celebrate difference and resolve problems appropriately

School Aims (Written by students)

Article 13: Every child must be free to say what they think.

The children of Oakley Cross expect the following aims to be supported by all Duty Bearers.

- **R**espect our right to be safe
- **E**veryone has the right to an education
- **S**pend time listening to children
- **P**rotect our environment so it is clean and safe
- **E**xercise is key for a healthy body and mind
- **C**are for us like a family
- **T**rain all new Duty Bearers

1. Policy Aims

- To ensure clear advice and guidance on the rules of confidentiality in the school for pupils, staff, parents/carers, and visitors.
- To encourage young people to talk to a trusted adult if they are having problems
- To give staff confidence to deal with sensitive issues
- To put the child at the heart of the learning process and to provide a safe and secure learning environment.

2. Rationale

Because our children have the right to privacy and the right to have a say about matters which affect them our school's confidentiality policy gives clarity to parents, children, staff and visitors about levels of confidentiality that can be offered in different circumstances. We have produced this policy to ensure:

- Good practice throughout the school which staff, (including staff from external agencies), parents and children can easily understand
- School staff are clear about the boundaries of their legal and professional roles and responsibilities e.g. Child Protection procedures, staff code of conduct, teacher standards.
- We are aware that different professionals can offer varying levels of confidentiality in different circumstances which can confuse staff and children.
- If parents and families wish to disclose information confidentially to the school we are clear about our position.

3. Objectives

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust in school within the framework of the UN Convention on the Rights of the Child. (UNCRC)
- To ensure that staff, parents and children are aware of the school's confidentiality, policy and procedures.
- To reassure children that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there is a child protection issue then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by different code of conduct.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.
- Children should be made aware of the specialist confidential services that may be available on the school site or in the school community e.g. school nurse, counsellor, doctor, etc.
- Children should be reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately.

4. Guidelines

- Child protection procedures must be followed if any work with children and young people leads to a disclosure which makes you suspect that a child is a victim of abuse or is at risk of abuse or neglect.
- All information about individual children is private and should only be shared with those staff that have a need to know.
- All confidential records are stored securely in the control of the school and head teacher's office.
- All social services, medical and personal information about a child must be held in a safe and secure place which cannot be accessed by individuals other than key members of staff.
- When visitors or health professionals are used to help deliver aspects of the curriculum, they should also follow the school's confidentiality policy. However, in a one-to-one situation with individual children they are bound by their own professional codes of conduct.
- Confidentiality is a whole school issue.
- Ground rules and distancing techniques should be used where sensitive issues are to be addressed
- Staff should not put pressure on children to disclose personal information and should discourage fellow children from applying any such pressure.
- The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure, where appropriate, alongside informing the correct authorities.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.
- Photographs of children should not be used without parents/carers permission especially in the press and internet. At no time should the child's name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during public school events.
- Information about children will be shared with parents only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents' evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.
- Business in Governors' meetings relating to individual children or staff should be confidential at all times.

5. Monitoring and Evaluation

All staff have a shared responsibility to ensure this policy is followed. Governors will review the policy every 2 years.

6. Conclusion

School has a duty of care and responsibility towards children, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.