

REDLANDS PRIMARY SCHOOL

CONFIDENTIALITY POLICY

Rationale:

We believe that there may be times when children, parents and staff at Redlands primary school feel the need to disclose concerns and problems to each other. Sometimes it is appropriate for this information to remain confidential and on other occasions it is not. A clear and explicit confidentiality policy will ensure good practice throughout the school which can be easily understood by all. It ensures that all members of the school community are clear about the boundaries of their legal and professional roles and responsibilities.

This policy should be read in conjunction with all other policies but has particular reference to the schools policies on Drug Education (including managing drug related issues) Sex and Relationship Education, Child Protection and Safeguarding.

This policy will be widely publicised to all members of the school community via the school website, through class assemblies and through being available in the staffroom. Any parent, pupil or member of staff who wishes to, can obtain a copy at the school office.

Aims:

- To ensure all members of staff are clear about the levels of confidentiality that they can offer to pupils and other members of staff.
- To ensure that all members of staff are clear about the levels of confidentiality they can expect themselves.
- To set out clear and transparent procedures for offering confidentiality to the school community.

This policy refers to all teaching and non-teaching staff employed by the school including all visiting staff working with young people on the school site during the day.

Procedures to follow:

Child disclosures:

When a child wishes to disclose information which they would like a member of staff to keep confidential staff will state clearly that they cannot offer unconditional confidentiality. The child should be clearly told that the information may have to be passed on to someone who can help them with the problem. Reassurances should be made to the child that only people who really need to know will be told.

Staff can only offer confidentiality on issues which do not include illegal activities or anything which includes a child protection issue. If a child is likely to be at risk of harm it is the duty of the member of staff to inform the school's child protection representative immediately who will take the appropriate action in accordance with the school's child protection policy.

If a member of staff is not sure whether information needs to be passed on they should always tell the headteacher and allow him/her to make the decision about who should be informed or what should be done next.

If appropriate pupils should be encouraged to talk to their parents/carers about the issue. Pupils and their families should be made aware of specialist support services which may be available to them.

Parents and families:

We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. Whenever possible we will respect the wishes of the family. Where a pupil discloses information to us of a worrying nature we will share this information with the family first unless a pupil is considered to be at immediate risk and /or there is an overriding child protection concern.

Staff issues:

All staff can usually expect that their personal situations and health will remain confidential unless;

- It impinges on their terms of contract
- It endangers pupils or other members of staff
- There is a legal obligation to disclose the information
- It is necessary for legal procedures
- It is in the staff members interest or wider public interest and this justifies disclosure.

Data protection:

The school will ensure that it is compliant with the requirements of the 1998 Data Protection Act and the 2000 Freedom of Information Act

The school will ensure:

- Data held about pupils will only be used for specific purposes that are allowed by the Act.
- When data is obtained from data subjects the school (data holder) will ensure, so far as is practicable, that the data subjects have, or are provided with, or have readily available to them, the following information, referred to as the 'fair processing information':
 - Details of the data held on them
 - The purposes for which data is held
 - Any third parties to whom the information may be passed.

The school will ensure that the collection, storing, editing, retrieving, disclosure, archiving and destruction of data applying to paper files as well as electronic data, including records and notes that are kept, for example, in teachers' mark books, will be:

- fairly and lawfully processed (adhering to the 'fair processing' code - Requiring the data controllers to inform subjects about the purposes for which their personal data will be processed.)
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with data subject's rights
- secure

The school is aware that individuals have the right to access information about themselves, held on computer, and in some paper files, under the Data Protection Act 1998. Furthermore, in accordance with the 2000 Freedom of Information Act the school (data holder) will extend these rights to allow access to all the types of information held, whether personal or non-personal. Requests for information will have to be made in writing and need to be responded to within 20 working days.

RR related articles

Article 3 - The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children

Responsibility: Headteacher

Date Agreed: 22 September 2010

Date Reviewed: 11 October 2017

Date for Next Review: October 2018 (or sooner in light of new Data Protection regulations due out in 2018)