

KIRKBY MALZEARD AND ST NICHOLAS CE PRIMARY SCHOOLS

Policy Title: Confidentiality Policy

Contact Person: Sarah Taylor

Rationale:

It is our intention to respect the privacy of the children and their parents and carers, while ensuring that they access high quality school care and education.

Aims:

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. Our policy reflects our school ethos and encourages all members of our school community to have respect for others and to be responsible citizens.

Methods:

To ensure that all those using- and working in - the school can do so with confidence, we respect confidentiality in the following ways:

- ❖ Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- ❖ Pupil records are kept on a secure Systems Information Management System (password protected) and transferred to new schools when pupils move on.
- ❖ Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. (A need to know basis.) Staff induction includes awareness of the importance of confidentiality in the role of the key person.
- ❖ Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- ❖ Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- ❖ Personal pupil information is not stored in the staffroom and is not displayed on notice-boards except for health & safety notices about specific children's allergies e.g. peanut reactions etc.
- ❖ Pupils / Parents will be made aware that some information cannot be held confidentially and made to understand that if certain disclosures are made, certain actions will ensure. At the same time, pupils will be offered sensitive and appropriate support. Procedures outlined in the school's Child Protection Policy will be adhered to by all adults upon the occasion of disclosure by a child or suspicion of possible abuse.
- ❖ Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- ❖ Students in training, when they are observing in the school, are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the school, which is to the safety and well-being of the child. Please also see our policy on child protection and SRE. A full package of safeguarding policies can be found in our Safeguarding folder. Our policy aims to respond to the diversity of children's cultures, faiths, and gender, race and family backgrounds.

Reviewed by the Governing Body on: _24th September 2020-

Head Teacher Sarah Taylor _____

Chair of Governing Body Tracey Cole-Brownlee _____

Review date: October 2021