



JUNIOR SCHOOL

*Together we make a difference*

# School's Confidentiality Policy

Reviewed March 2021  
Review date: March 2024

The policy of the school is to work in partnership with parents and carers in order to promote the welfare and education of children. The school also aims to build up relationships of trust between teachers, pupils and parents. Children and parents should feel able to raise with the school private, personal and family matters, including concerns about safety and welfare, in the knowledge that these will be dealt with sensitively.

The school will ensure that all staff are aware of, and agree to adhere to, the confidentiality policy. It is important to highlight the absolute necessity of careful talk and safe-keeping of records, in an open plan school and open staff room environment which welcomes the inclusion of parent staff employees and voluntary parent and community helpers.

Breaches of confidentiality will be treated as a serious matter. The Confidentiality Policy will be an annex in the Staff Handbook. The policy will be reviewed annually by the Policy Review Group of the Governing Body.

The school will operate on the presumption that anything imparted in confidence will be treated in confidence. This undertaking is subject to two qualifications:

- a) A member of staff, to whom something has been told in confidence, has the right to seek the advice, guidance or support of a senior colleague, when he or she feels the need to do so. If a young person confides in you about being harmed or abused and asks you not to tell anyone, do not promise to do this.
- b) If serious concerns are raised about the safety or well-being of a child, a member of staff must act within the school's Safeguarding and Child Protection Policy and is required to refer concerns or allegations to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), who may then decide to involve Social Services and/or the Police. A member of staff may only give an undertaking of confidentiality in so far as this is compatible with the principle that the child's welfare is paramount. Staff have a Duty of Care to report any significant concern that a child may be at risk to the appropriate authority. Parents will be informed and consulted except where informing the parents may increase the risk to the child.

The school will not pass on to other individuals or agencies, information about pupils and their families, including telephone numbers and addresses, except with their permission, or where the information is already in the public domain, or where the school is obliged to do so by the law or a court order, or if it is felt the child is at risk from harm. When a child moves to another school, we pass on the pupil's personal records as a matter of course.

Our work will bring us into contact with confidential information. To ensure that all those who are using or working in the school can do so with confidence, we will respect confidentiality in the following ways:

- a) Parents and carers, with notice, will have access to files and records of their own children, but do not have access to information about any other child.
- b) Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs.
- c) Information, records and assessments relating to children will be carefully stored. Confidential information will be secure and only shared on a 'need to know' basis.
- d) Information given by parents/carers to staff will not be passed on to 3<sup>rd</sup> parties. However, at a lower level of concern, parents, carers and young people may need reassurance to share this information so they can access appropriate services.

- e) Personnel issues will remain confidential to the people involved and those people directly involved with making personnel decisions.
- f) Any anxieties/evidence relating to a child's personal safety or well-being (Child Protection) will be kept in a secure, confidential file and will not be shared within the school except for key members of staff working with the child.
- g) Information kept in the 'Children of Concern' files remain in the care of the Deputy Head in a locked cupboard and will not be shared within the school except for key members of staff working with the child. Any information since 1<sup>st</sup> February 2018 will be recorded on CPOMs (child protection online management system). Members of the inclusion team- head teacher, deputy head teacher, SENCo and pastoral family liaison worker will have access to the files and information as appropriate. Teacher's class files will be stored in a locked cupboard in their classroom or year group base.
- h) ITT students and new staff and regular voluntary helpers will be advised of and expected to respect the Confidentiality Policy. This will be part of the induction process.
- i) Photographs taken in school and by school staff will be used around school and in school publications without the names of children, individually or in groups.
- j) From time to time local newspapers take photographs of school activities. No names will be given that can be attached to a photograph of an individual. Names of children in a group may appear with a photograph of that group in a random order. Parents are able to opt out of this by completing the contact details when joining our school. They may subsequently opt out at a later date by contacting the school if they wish changes to be made.

Please read in conjunction with the school's 'Information Management and Security Manual' 'Policy on Photographic Images' and the 'Seven Golden Rules for Information Sharing' on Sheffield Safeguarding Children website and also the school's data protection policy..

All Sheffield Safeguarding policies can be found on the following website:

[www.safeguardingsheffieldchildren.org.uk/welcome/schools](http://www.safeguardingsheffieldchildren.org.uk/welcome/schools)

Policy reviewed and updated September 2011

Policy last reviewed and updated February 2015

Policy last reviewed and updated February 2016

Policy last reviewed and updated April 2017

Policy last reviewed and updated March 2018

Policy last reviewed and updated March 2021