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# Horsmonden Primary School

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## *Confidentiality Policy*



## **Statement of intent**

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

## **Aim**

- 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.
- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in school deal confidently with sensitive issues.

## **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 may access, by appointment, files and records of their own children, but do not have access to information about any other child. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when children change school.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality in the role of the key person.
- No member of staff will enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.
- Members of staff, who are also parents of children in the school, will not give information about another parent's child unless they are the class teacher.
- 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.
- Issues regarding the employment of staff, whether paid or unpaid, remain confidential to the staff directly involved in personnel matters.
- Students on work placement/training are advised of our confidentiality policy and required to respect it.

## **Specific issues**

All adults working in our school:

- Implement the Child Protection Policy.
- Encourage children to be open with their parents/carers.
- Must maintain professional standards of confidentiality about anything seen or heard within the school.

- Who has a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the child protection coordinator.

### **Governors' meetings**

Governors must observe complete confidentiality when asked to do so by the Governing Body, particularly in relation to matters concerning individual staff, children or parents/carers. Governors will not divulge details about individuals (staff, families or individual children) to any person outside the meeting.

### **Dissemination of the Policy**

All staff members, governors and adults working in the school will have access to this policy. Several copies will be available to view at the school office upon request. A copy of the Policy is also available on the school website.

### **Monitoring and review**

The Headteacher and Child Protection Coordinator will monitor the effectiveness of this Policy throughout the year, together with the Governor responsible for child protection.