



White Spire School: Confidentiality Policy Date: December 2015

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Review Date: December 2017

The school acknowledges that information relating to children is sensitive and needs to be handled carefully. The school is committed to safeguarding its members and respecting the confidentiality of staff, pupils and parents. They have the right to decide what information they choose to share with another agency. They also have the right to know what information is held about them and the right to change this information if they believe it to be inaccurate.

Commitment:

The school will not divulge any personal details of staff, pupils and parents involved in the school to outside parties without their prior permission except in circumstances outlined below.

The confidentiality of those involved will only be breached if any information received gives rise to concern for the safety or well being of a child. When such situations arise the school will:

- explain its role and that of Social Services and OFSTED.
- explain that the information must be passed on for investigation
- negotiate whether the person is willing to be identified and contacted direct by the appropriate authority
- record details of the information given and contact the relevant authority immediately
- the School will comply with the Data Protection Act

Implementation:

The School will ensure that all staff are aware of, and agree to adhere to, the confidentiality policy. This includes both staff employed directly by the school and any others who operate on its behalf or represent it in any way. Procedures for the collection and maintenance of information about those concerned, and for enquiry logging, will incorporate the requirements of this policy.

Unauthorised access to data about individuals will be prevented by a password system for the database, and secure storage of paper records.

Breaches of confidentiality will be treated as a serious matter and will be addressed by the Headteacher and Governors. The Confidentiality Policy will be given to staff, and parents on request.

The Confidentiality Policy will be reviewed at least annually in consultation with staff, parents and governors.

The school's work with children and families will sometimes bring us into contact with confidential information. We will respect confidentiality in the following ways:

1. Parents will have ready access to the files and records of their own children but will not have access to information about any other children.
2. Staff will not discuss individual children with people other than the parent/carer of that child.
3. Information given in confidence by the parent/carer to a member of staff will not be passed on to other adults without permission. The only exception to this will be if there are child protection issues raised.
4. Issues regarding the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with the personnel decision-making process.
5. Students and visitors observing in the school will be advised of the confidentiality policy and will be required to respect it.

All these undertakings are subject to the paramount commitment of the school, which is to the safety and well being of the child.

Our work will bring us into contact with confidential information. To ensure that all those using and working in the

school can do so with confidence, we will respect confidentiality in the following ways:

- i. Parents/carers will have ready access to files and records of their own children - but not any other child.
- ii. Staff will not discuss individual children with people other than the parents/carers of that child.
- iii. Information given by parents/carers to staff will not be passed on to third parties unless agreed to or unless it is necessary to do so to safeguard a child or adult within the school.
- iv. Personnel issues will remain confidential to the people involved.
- v. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the school except for the headteacher and those delegated by her.
- vi. The school will comply with all requirements of the Data Protection Act (See Data Protection Policy).

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