



Potley Hill Primary School Confidentiality Policy

Safeguarding Statement of Intent

The staff and governors of Potley Hill Primary School are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Potley Hill Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

I. INTRODUCTION

I.1 It is a primary aim of our school that every member of the Potley Hill school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

I.2 The school's Confidentiality Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels safe and secure and every individual's and family's right to privacy is respected.

I.3 All of our staff and visitors are expected to work within the guidelines of this policy which conform to recent legislation and government guidelines.

I.4 We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a 'need to know' basis.
- Not discussing personal information relating to any of our stakeholders, ie those who are connected to the school, in a general way or where it may be overheard.
- Keeping all personal records confidential.
- Using teaching methods which protect confidentiality.

RELATED POLICIES AND DOCUMENTS

- Behaviour
- Anti-bullying
- Child Protection
- Equality
- Privacy Agreement Parental Consent form
- Health and Safety
- PDL & Relationships and Sex Education
- Drug incident Policy
- Whistleblowing
- Data Protection (GDPR)

RELATED LEGISLATION

Human Rights Act 1998 gives everyone the right to "respect for his private and family life, his home and his correspondence", unless this is overridden by 'public interest', e.g. for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018 applies to: personal data of living, identifiable individuals (not anonymised data); manual and electronic records. Schools need to be clear, when collecting personal data, of the purposes for which it will be used and should have policies to clarify this to staff, pupils and parents/carers.

Freedom of Information Act 2000 amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. Schools' data or record keeping policy should also cover the requirements of this Act.

Statutory Relationships, Sex and Health Education was introduced as a compulsory part of the curriculum in schools from September 2020.

2. PROCEDURES – GENERAL

2.1 All information about individual stakeholders, however obtained, e.g. from personal records, through observation, through meetings, through situations that arise during class, playtime or outside of school, is private and will only be shared with those who have a need to know, i.e. those who need the information in their professional capacity.

2.2 Information which relates to any individual stakeholder or brings our school into disrepute will never be posted or shared online, through any means including all areas of social media, e.g. Facebook, Twitter. Staff, regular visitors and volunteers understand that this is a requirement both during and after their time at our school, and when taking up the role they automatically adhere to what is contained in the statement of confidentiality. (Appendix 1).

2.3 Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

2.4 All social services, medical and personal information will be held in a safe and secure place which cannot be accessed by individuals other than nominated school staff. It will be considered whether staff concerned have access to all, or only some, of the information.

2.5 Staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues and may, in some cases, support children to talk to their parents/carers.

2.6 Parents/carers and children will be made aware that our school cannot guarantee total confidentiality and that we have a duty to report child protection issues. Any child protection disclosure will be shared with parents/carers before we inform the appropriate authorities unless we believe that this puts the child at greater risk.

2.7 Data generated by our school will be anonymised where necessary to ensure confidentiality. Information collected for one purpose will not be used for another.

2.8 Photographs or video of children will not be used without parent/carer's permission and our policy on the use of images of children will be adhered to at all times.

2.9 We ensure that parents/carers have a right of access to any records the school may hold on their child, within legislative requirements. Parents/carers will not have access to any other child's books or assessment data at any time.

2.10 Only those identified on our School Management Information System as having parental responsibility will be contacted in relation to their child. Should there be any concerns, these will be referred to the designated person for child protection before a parent/carer is contacted.

2.11 All requests for information, about our school or stakeholders, by an outside agency or the media will not be commented on by the person to whom the request was made, but will be referred immediately to the headteacher.

3. PROCEDURES – STAFF

3.1 Personal information such as social services reports, speech therapy reports, medical reports, SEN reports, minutes of meetings etc will be circulated, where necessary, in sealed envelopes and once read will be returned to the appropriate person for secure filing. Many documents are now electronic and may be shared via secure school emails or other password protected systems. A school copy will be saved in the appropriate, secure location such as on the Senior Leadership Team drive or within CPOMs for safeguarding documents.

3.2 Correspondence to parents/carers relating to social services, medical and personal information will be handed directly to the parent/carer, not put in book bags.

3.3 The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads for Child Protection receive regular training. Child Protection procedures are understood by all staff and training is undertaken regularly.

3.4 Details of children are not to be disclosed to any parents other than those of the child concerned.

3.5 Information regarding a child's progress, positive or negative, is passed on only by the class teacher concerned, the headteacher or the LSA (where the LSA is contracted to work with a specific child) to the parent.

3.6 Staff should feel that they can talk freely about children in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere.

3.7 Concerns about the performance of a colleague should only be discussed with the headteacher, or in the case of the headteacher, the chair of governors.

3.8 Staff should not pass confidential information to spouses/partners.

3.9 Any issue which staff have been asked to keep confidential, must remain confidential.

3.10 Clear ground rules will be set for any classroom work such as circle time and other PDL sessions dealing with sensitive issues such as relationship and sex education and drug education. Staff are aware that effective relationship and sex education which brings an understanding of what is and is not acceptable in a relationship, can lead to the disclosure of a child protection issue. Strategies are in place for dealing with such disclosures. Staff will be proactive so children feel supported but information is not unnecessarily revealed in a public arena.

3.11 The school has one qualified ELSA. Children can be referred to the ELSA for discussions. **ELSAs, like all other members of staff, cannot offer confidentiality over a child protection issue.**

4. PROCEDURES - PARENT HELPERS AND VOLUNTEERS

4.1 As parents involve themselves with the school as a helper they become members of a professional team. As such we ask them to complete an application form and therefore agree to our Statement of Confidentiality prior to starting in school. We also provide them with a guidelines booklet which includes expectations on confidentiality, safeguarding, security and health and safety.

4.2 Parents, particularly those who volunteer their time to help the school during the school day, will see and hear a great deal in the classroom but must not discuss any of this information with the wider community. Parents working in classrooms do so on the understanding that they support teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of the school.

4.3 Parents need to acknowledge the fact that some circumstances may not be fully understood by them because the teacher may not be at liberty to discuss them, e.g. confidential aspects of the children's lives which may affect their behaviour or progress.

5. PROCEDURES – GOVERNORS

5.1 The important role of the Governing body ensures it has to be informed of highly personal and confidential matters at each meeting. The Governors' Guide to the law states: 'how individual governors vote, and opinions by governors involving a named person which are in a way sensitive or critical, should always be regarded as confidential'. Although decisions reached at governors' meetings are normally made public through the minutes and otherwise, the discussions on which decisions are based will be regarded as confidential.

5.2 To help Governors understand the professional balance which needs to be maintained, the following points should be considered:

- No information about individual children's assessment and test results, other than that legally required, should be passed on to others.
- All papers relating to the governing body should be stored securely.
- Governors should not pass confidential information to spouses/partners.
- Email communication should only be sent to addresses that can only be accessed by the named governor (individual governors should inform the chair if their email address can be accessed by anyone other than themselves).
- Details of a headteacher's performance review should only be discussed by those governors directly involved in the review.
- Paperwork containing individual salaries remains confidential to the Governing Body.
- It is important to label minutes of meetings as "draft" before they have been approved by the group.
- Any issue which governors have been asked to keep confidential, should remain confidential.

5.3 If governors receive complaints about governors, the headteacher or a member of staff it is important that they first ascertain that the complainant has first attempted to resolve differences with the person concerned. On those rare occasions when complaints need to be made formal, written complaints should be passed directly to the Chair (complaints re; Headteacher and governors) or Headteacher (complaints re; staff), so all governors are available to act impartially as panel members at complaint hearings. It is for the complainant to decide whether or not their concern should become a formal complaint.

The complaints procedure states, "**Governors approached by parents need to steer them in the direction of the School staff rather than becoming involved in direct discussions**".

5.4 Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside Governing Body meetings.

6 MAINTENANCE OF THE POLICY

6.1 To ensure our high standards of confidentiality are maintained, a copy of this policy will be issued when reviewed to:

- every member of staff
- all parents who help in school
- every member of the governing body

Instances whereby confidentiality is known to have been broken will be recorded by the Headteacher and may lead to disciplinary action.

Reviewed: October 2022

Next Review: October 2024

APPENDIX I



Dream Big, Aim High
& Make a Difference

POTLEY HILL PRIMARY SCHOOL

Potley Hill Road, Yateley, Hampshire, GU46 6AG

Telephone: 01252 876106

Headteacher: Mr Brent Ellis

Statement of Confidentiality

On becoming a member of staff, regular visitor or volunteer at Potley Hill Primary School, you automatically adhere to the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Potley Hill Primary School, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to Potley Hill Primary School and its stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder or brings Potley Hill Primary School into disrepute.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

APPENDIX 2: A statement for pupils concerning confidentiality

We understand that there may be times when there are things which may be worrying you but you feel that you can't talk about them with your family. Teachers and other members of school staff will do all we can to help you but you need to know the following:

- If you really want to talk to someone confidentially, (without anyone else knowing what you have said), you can speak to the school nurse. We might also be able to help you find someone else outside of school if you think this is better for you.
- The teachers and other members of staff in the school will often be able to help you with many of the things that may be worrying you but they cannot promise to keep everything to themselves. If you tell them about some things like selling drugs or stealing, they will have to speak to one of the senior teachers in the school who might then have to speak to your parents/carers or the police or Children's services.
- If the staff member feels that they have to tell someone else what you have talked about, they will normally tell you first and help you sort it out, perhaps helping you to speak to your parents/carers if you want this.
- Very rarely there are things which you talk about that can be very dangerous for you or for other young people e.g. someone trying to harm you. Even the school nurse may have to tell someone else about what you have said, but they will normally tell you first and always help you to sort things out.
- Please remember if the school nurse is speaking in lessons, they have to tell things to senior teachers in the school, just like the teachers. The only time they can be confidential is when they see you outside of lessons.