

CONFIDENTIALITY POLICY



“You are the light of the world, let your light shine!”

September 2024

Review: September 2025

Whaddon Church of England school, Whaddon, Milton Keynes, MK17 0LS

Head: Mrs S Prior

☎ 01908 501719 ✉ office@whaddon.bucks.sch.uk

whaddon.eschools.co.uk

Vision

Challenging each other to be our best through actions, choices and words, so we can all shine.

We aim to protect all children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the school which is understood by children, parents and staff.

Rationale

We put the child at the heart of the learning process and provide a safe and secure learning environment. We address any issues which may arise concerning confidentiality in a timely and sensitive way. We are committed to ensuring that the child's voice is heard, whilst recognising our responsibility to use, hold and safeguard information.

Sharing information inappropriately, or unnecessarily, is an erosion of trust and a breach of the ethos of our school.

We are mindful that staff are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives

To provide consistent messages in school about handling information about children fostering an ethos of trust within the school community.

To ensure that staff, parents, governors, volunteers and pupils are aware of the school's confidentiality policy, procedures and how best to enact them, when required.

To encourage children to be aware of confidentiality issues relating to their peers.

To reassure children that their best interests will be maintained.

To encourage children to talk to their parents.

To ensure that children and parents know that school staff cannot offer unconditional confidentiality.

To ensure that parents have a right of access to any records the school may hold on their child but not to those of any other child that they do not have parental responsibility for.

Guidelines

All information about individual children is confidential and is only shared with those staff/adults that have a need to know.

All safeguarding, medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff.

Staff are available to talk to both children and parents about issues that are causing concern. We encourage children to talk to parents about issues causing them concern and may in some cases support the children in talking to them.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.

All children, parents, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that:-

- staff do not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- no member of staff discusses an individual child's behaviour/situation etc in the presence of another child.
- staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
- governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- staff performance management is carried out confidentially.
- matters of child protection are made known to staff on a need to know basis Non-disclosure agreements may be required for certain circumstances and these are legally binding.
- class teachers and support staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- volunteers, such as parents and friends of the school MUST NOT discuss school matters in the wider community, even if they are parents in the school.
- volunteers do not share information regarding children and staff with anyone not employed by the school and without permission.
- volunteers, students and supply teachers read this policy before working in school.
- Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it but is not on general view to other parents and children.

- Parents do not discuss staff negatively. Instead, working with the school should a concern arise, to reach a positive outcome. Parents should follow the complaints procedure in the right process.
- Photographs of children are not used without parents/carers' permission, especially in the press and internet.
- Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, children or parents/carers and around circumstances around school life, teacher pay and financial information. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based are regarded as confidential.
- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

Other Professionals

Multi-agency professionals are bound by their professional codes of conduct to maintain confidentiality.

Monitoring and Evaluation

This policy will be reviewed as part of the schools monitoring cycle.

Conclusion

All personal information about children is confidential and should only be accessed by staff on a need to know basis.

Whaddon CofE School has a duty of care and responsibility towards children, parents and staff. The care and safety of the individual is always paramount.

Personal and sensitive information will be held securely and forms part of our GDPR commitment.

Sanctions

Any breaches of confidentiality will be treated as a disciplinary offence and the Buckinghamshire policy for this will be followed in a proportionate and appropriate manner.