

CONFIDENTIALITY POLICY



Persons responsible for implementation & review:

Mrs Andrea Cooper (Headteacher)

Aim:

To protect children and young people at all times and to give the school workforce clear, unambiguous guidance as to their legal and professional roles in relation to sharing information and confidentiality, ensuring good practice throughout the school which is understood by the whole school community including families.

Rationale:

- The policy seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about sharing information and confidentiality. L
SEP
- The school is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. L
SEP
- The UN Convention on the Rights of the Child supports the view that children and young people should be entitled to confidential support alongside safeguarding them from harm. L
SEP
- The Healthy Schools Programme recognises the importance of children and young people having access to confidential services, including health services to support their physical and emotional needs. L
SEP
- The school is mindful that it is 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 information sharing and confidentiality. L
SEP
- Families, children, young people and other adults should all

expect that information they identify as confidential will not be shared with any other party unless it is a safeguarding issue in which case the appropriate member of the school workforce will be consulted or permission has been given as part of the CAF process. [L] [SEP]

- In practice there are few situations where absolute confidentiality can be offered in a school. The school aims to strike a balance between ensuring the safety, well being and protection of children, young people and the school workforce, ensuring there is an ethos of trust where any member of the school community can ask for help when they need it and ensuring that when it is essential to share personal information, good practice is followed and, when appropriate, safeguarding procedures. [L] [SEP]

Please see the following documents and policies, available on the School Website: [L] [SEP]

- Aims and Mission Statement of the school. [L] [SEP]
- Equality Policy, and Single Equalities Policy
- Safeguarding and Child Protection Policy [L] [SEP]
- Privacy Notices [L] [SEP] for Pupils, Workforce and Children Looked After



Confidentiality & Information Sharing - Guidance for Schools

Objectives:

- To foster an ethos of trust within the school and reassure children and young people that their best interests will be maintained [L] [SEP]
- To provide consistent messages in school about handling and sharing information about children and young people once it has been received. [L] [SEP]

- To ensure that the school workforce, families, children and young people are aware of the school's confidentiality policy and information sharing procedures and that families, children and young people know that adults cannot offer unconditional confidentiality. [L] [SEP]
- The school workforce will encourage children and young people to talk to their parents and carers. [L] [SEP]
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for. [L] [SEP]
- To ensure that confidentiality is a whole school issue and that in lessons group agreements/ground rules are set for the protection of all. [L] [SEP]
- To ensure that if there is a safeguarding issue then the correct procedure is followed.

There will be consideration of: [L] [SEP]

- Sensitive issues (e.g. sexual health, substance use, family circumstances, criminal activity, bullying, sexual orientation etc) [L] [SEP]
- parents/carers [L] [SEP]
- the school workforce including supply teachers, trainee teachers, work experience students, [L] [SEP] parent helpers [L] [SEP]
- children & young people [L] [SEP]
- six strands of equality & diversity (disability, race, gender, age, faith and sexual orientation) [L] [SEP]
- avoiding accidental disclosure [L] [SEP]
- right to privacy [L] [SEP]

- use of other agencies/services ^[L]_[SEP]
- links to safeguarding and the CAF process ^[L]_[SEP] Professional standards ^[L]_[SEP]
- Boundaries of confidentiality for the school workforce ^[L]_[SEP]
- Safeguarding procedures ^[L]_[SEP]
- When and where conversations of a confidential nature should take place ^[L]_[SEP]
- Roles and responsibilities of the school workforce, volunteers and visitors ^[L]_[SEP]
- Links to other agencies/specialist services (e.g. Health Visitors, School Nurses, Counselling services, Youth Support) and their boundaries of confidentiality ^[L]_[SEP]
- Record keeping ^[L]_[SEP]
- Clear information to families about information sharing and confidentiality within school setting ^[L]_[SEP]
- Dealing with third party disclosures ^[L]_[SEP]



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Bacup Nursery School will consider:

- Protocols/Care pathways for children & the school workforce ^[L]_[SEP]
- Training/support for the school workforce, induction of new members ^[L]_[SEP]
- The school workforce supporting young people will need supervision meetings with appropriate member of SLT to monitor/support staff working with individuals ^[L]_[SEP]

- record keeping/data protection ^[L]_[SEP]
- Use of visitors both within and outside the curriculum, links to visitor policy
- **Dissemination of the policy** ^[L]_[SEP] **Consider:** ^[L]_[SEP]
- The Confidentiality Policy will be available on the School Website and hard copies available in school (Please contact the School Office)
- The Confidentiality Policy will be reviewed annually by the Governing body and shared with staff at staff meetings
- New staff induction will include the importance of Confidentiality (contained in the Staff Induction Pack).
- ^[L]_[SEP] Any complaints will be dealt with through the school's Complaints Policy and Procedures ^[L]_[SEP]

Date formally approved by Governors:	
Date policy became effective:	
Person(s) responsible for implementation & monitoring	Mrs Andrea Cooper Headteacher
Links to other relevant policies	PSED Safeguarding Alcohol/ Drug Education Bullying and Harassment SEN Visitors/contractors Behaviour Race Equality