



ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

CONFIDENTIALITY POLICY

Aim

We are committed to the provision of a safe and secure learning environment for every child and respect every individual's and family's right to privacy whilst ensuring that we offer high quality care and education. All of our staff and visitors are expected to work within the guidelines of this policy which conform to recent legislation and government guidelines.

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 (i.e. those who are connected with our school and children's centre) in a general way or where it may be overheard.
- Keeping all personal records confidential.
- Using teaching methods which protect confidentiality.

Legislation and Guidance

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 the '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.

General Data Protection Regulation (GDPR) and 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.

Objectives

Through the implementation of our Confidentiality Policy we will ensure that:

- Stakeholders are protected at all times.
- All staff and visitors have clear, unambiguous guidance as to their legal and professional roles.
- Good practice is shared and understood by all stakeholders.

We will achieve our objectives through:

- Issuing clearly defined procedures.
- Providing consistent messages in our school and children's centre relating to handling information, once it has been received, providing training where necessary.
- Fostering an ethos of trust within our school and children's centre.
- Publishing our Confidentiality Policy

Procedures:

- All social services, medical and personal information about a child will be held in a safe and secure place which cannot be accessed by individuals other than those responsible for it.
- Information which relates to any individual; child or adult 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 during and after their time at our school and confirm this through signing a statement of confidentiality. The school will continue to actively promote a positive ethos and respect for the individual. (See Acceptable Use Code of Conduct policy)
- Parents/Carers and children will be made aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

- The school staff will provide opportunity for children and parents/carers to talk about issues that are causing concern.
- The school will make every attempt to share with parents any child protection disclosure before going on to inform the correct authorities, within child protection guidance.
- Parents/carers and child should feel reassured that only in exceptional circumstances confidentiality will be broken.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
- Child protection procedures are understood by all staff and they will receive regular and appropriate training.
- Confidentiality is a whole school issue. Clear ground rules are set for classroom work such as circle time and other PHSCE and SEAL sessions, dealing with sensitive issues such as sex, relationships, feelings and drugs. Even when sensitive 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. This applies to sensitive, confidential information regarding all individuals in school.
- Health professionals have their own code of practice dealing with confidentiality.
- Photographs of children should not be used without parents/carers permission. (See Mobile Phone and Camera Use policy)
- Information about children will be shared with parents but only about their child.
- Governors will be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. These confidential papers should be destroyed.
- School staff who break confidentiality guidelines will be subject to disciplinary procedures.

Appendix 1

Statement of Confidentiality

All members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Alderman Jacobs School during my time at the school or 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 Alderman Jacobs School and respective 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 (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings Alderman Jacobs into disrepute.

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

Signed: Date:

Links to other policies

Acceptable Use Code of Conduct

Data Protection and Privacy Notice

Mobile Phone and Camera Use in School

Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	Dec 2018	Full Governing Body	Autumn 2018	3 Years	Autumn 2021	<i>Cathy Carlisle</i>	<i>W. Allend</i>