



# **CONFIDENTIALITY POLICY**

**Policy review: September 2023**

**Next Review: September 2024**

## CONFIDENTIALITY POLICY

### Rationale

The School has a duty of care towards pupils, staff and parents/carers and recognises its position of trust in all matters of confidentiality. Any intolerance relating to gender, faith/belief, race, ability, age, culture or sexuality is unacceptable in Fens Primary School. The school works with a range of outside agencies and must share information on a professional basis.

### Aim

The aim of the policy is to protect Fens pupils at all times and to give all staff clear guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by the whole school community.

### Legal Requirements

#### Human Rights Act 1998

This gives everyone the right to respect for their private and family life, their home and their correspondence', unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

#### Data Protection Act 2018

School should be clear, when collecting personal data, what purposes it will be used for and school should have policies to clarify this to staff, pupils and parents.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Under the Data Protection Act 2018, individuals have the right to find out what information school stores about them.

#### Freedom of Information Act 2000

This 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.

## Privacy Notice

Privacy notices are downloadable from the school website.

## Equal Opportunity

Fens Primary School is committed to ensuring equal opportunities to all pupils in all aspects of school life.

## OBJECTIVES

### General

- To foster an ethos of trust within the school.
- To ensure that all stakeholders are aware of the importance of the school's policy and procedures for confidentiality.
- To ensure that consistent messages are given about handling information about all stakeholders.
- To ensure that through rigorous monitoring there is equality of provision and access for all.

### Pupils, Parents/carers

- To assure pupils that their best interests will be maintained.
- To encourage pupils to talk with their parents/carers.
- Make pupils aware that some information given to staff will remain confidential but some must be shared with other adults e.g. child protection disclosures.
- To ensure that parents/carers can share in the knowledge that information will only be used for the welfare and safety of their children.
- To ensure that parents/carers are aware that they have access to the records of their own child but do not have access to information about other children.
- To make parents/carers aware that information will be passed to receiving schools when pupils change schools.
- Parents cannot currently take photos/videos at performances owing to safeguarding issues related to specific children. Arrangements are made for parents/carers to photograph *their own child/children individually* after performances if they wish to. If images (photos/videos) of pupils are used, then permission will be sought from their parents/carers. The school has a list of pupils whose parents/carers have withheld permission for their image to be taken, used on the school website, in school publications, in local and national newspapers/publications/media, on the school's social media and in internal displays, and this is carefully complied with.

### Staff & Students (on placement)

- To support staff by giving staff clear guidelines for confidentiality and follow the agreed school procedures.
- Also that staff receive relevant training e.g. child protection.
- To assure staff they will be supported by the Headteacher, Designated Leaders for Child Protection, Family Support Officer etc. when dealing with difficult situations.
- Staff must be aware that health information for individual pupils must be accessible to staff who need the information e.g. dinner supervisors but not in general view of other pupils or parent/carers.

- To make staff aware that personal information about pupils e.g. child protection, medical records, SEND records are kept securely.
- To ensure staff must never discuss any aspect of another child's progress or behaviour with another child or other pupil's parents/carers.
- Issues relating to employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions.

Administrative Staff

- To make front line staff aware of school procedures for ensuring confidentiality.
- To ensure office staff do not give out any pupil's personal details over the phone without checking the validity of the request has been ascertained via a return call.
- To ensure that external information received is passed on to relevant staff members.

Governors

- Governors must be made aware that discussions within the full Governing Body or Committees are confidential.
- The Headteacher must ensure that all names regarding confidential matters are removed from the documents for inspection, or documents are anonymised.

Outside Agencies

- Outside agencies are made aware of the school procedure for checking the validity of any call when pupil information is requested.

**NOTE**

***Health professionals have their own code of practice when dealing with confidentiality.***

**Monitoring and Reviewing**

The policy will be reviewed annually by the SLT Designated Safeguarding Leader in consultation with the Headteacher, the Governors and the Chair of Governors. It will be updated, modified or amended as necessary.

Signed:..... Date:.....  
(Designated Safeguarding Lead)

Signed:..... Date:.....  
(Headteacher)

Signed:..... Date:.....  
(Chair of Governors)