

 <p>Offley Endowed Primary School &amp; Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Feb 2025</p> <p>Next Review: Feb 2027</p>
<p><b>Policy Title:</b></p>	<h2>Confidentiality Policy</h2>	<p>Users: Staff, Governors, Parents</p>

## 1. INTRODUCTION

At Offley School, we consider confidentiality to be an essential element of the success of our school. This policy addresses any issues which may arise about confidentiality. We are 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. The school is aware 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 confidentiality.

## 2. AIMS AND OBJECTIVES

- To provide consistent messages in school about handling information about children
- To foster an ethos of trust within the school
- To ensure that staff, parents and pupils are aware of the school's Confidentiality Policy and procedures and works within the guidelines of this policy
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
- To ensure that there is equality of provision and access for all including monitoring of cultural, gender and special educational needs
- To ensure that the correct procedure is followed in Child Protection issues
- To ensure that parents have a right of access to any records the school may hold on their child(ren) but not to any other child(ren) that they do not have parental responsibility for
- To respect everyone's right to privacy
- To ensure care and due consideration is taken over decisions to break confidentiality

## 3. GUIDELINES

3.1 Information about individual children is private and should only be shared with those staff that need to know.

3.2 All social services, medical and personal information about a child should be kept in a safe and secure place which cannot be accessed by anyone other than school staff.

3.3 Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and that the school has a duty to report Child Protection issues. For example, if a child makes a reference to being involved, or being likely to be involved, in sexual activity of any sort, then the matter will be dealt with seriously as a matter of child protection. However, when confidentiality has to be broken because someone may be at risk from harm:

- ✓ Children are told when the information has been passed on.
- ✓ Children are kept informed about what will be done with the information.
- ✓ Children are told who the information is given to, to alleviate their fears about everyone knowing.

<p><i>Approved and Adopted by The Governing Body</i></p>
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3.4 The school prides itself on good communication with parents and carers. Staff are willing to talk to children and to parents/carers about issues that are causing concern, e.g. health concerns, behaviour changes, accidents and injuries.

3.5 Staff will consider the suitability of the surroundings and the presence of other people when they have conversations with children, parents or carers that may need to be kept confidential.

3.6 All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

3.7 The school has appointed a senior member of staff as Designated and Deputy Senior Person for Child Protection. Protection procedures are understood by staff and training is undertaken by all staff.

3.8 As parents involve themselves in the school, they become members of a professional team. Parents and other volunteer helpers will see and hear confidential information in the classroom, but should not discuss anything inappropriate in the wider community.

3.9 Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as Circle Time and other PHSCE sessions dealing with sensitive issues such as Sex and Relationship and Drug Education.

3.10 Photographs of children are not used for the school's website or leaflets without parents' or carers' permission.

3.11 Information about children will be shared with parents, but only information about their own child. Parents should not have access to any other child's books, marks and progress levels at any time. However, parents should be aware that information about their child will be shared with the receiving school when they change school.

3.12 Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing. In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

3.13 Governors need to be mindful that from time to time issues which may be highly personal and confidential are discussed or brought to their attention about staff, children and parents. Governors must observe complete confidentiality when asked to do so by the governing body. Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential. Governors should exercise discretion when discussion of potentially contentious issues arises outside the governing body.



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### 4. MONITORING AND REVIEW

The policy will be reviewed as part of the school's monitoring cycle. The Headteacher has responsibility for monitoring this policy.

### 5. LINKS TO OTHER POLICIES

- Anti-Bullying
- Behaviour
- Child Protection
- Equal Opportunities
- Sex and Relationship Education
- Drug Education
- Health and Safety
- Personal, Social and Health Education and Citizenship / RSE
- Special Educational Needs and Disability