

## **ST MARY'S SCHOOL**

### **Confidentiality Policy**

*“Journeying in the light of Christ, together we live and learn”*

*School Mission Statement*

#### **A. Aims**

- To protect our pupils
- To give all staff clear, unambiguous guidance as to their legal and professional roles
- To ensure good practice throughout the school which is understood by pupils, parents/carers, staff, governors and volunteers.

#### **B. Rationale**

St. Mary's School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and to address any issues which may arise about confidentiality.

It 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. 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 confidentiality.

#### **C. Objectives:**

- To foster an ethos of trust within the school.
- To provide consistent messages in school about handling written and verbal information about children once it has been received.
- To ensure that staff, governors, volunteers, students, parents and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues, the correct procedure is followed.
- To ensure that parents have a right of access to any records the school may hold on their child, but cannot access information for any other child that they do not have parental responsibility for.

## **D. Guidelines**

- 1.** All information about individual children is private and should only be shared with those staff who have a need to know. Please refer to our GDPR policy
- 2.** All social care, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
- 3.** The school will actively promote a positive ethos and respect for the individual through:
  - appointing a safeguarding team, consisting of a lead teacher who is on the Senior Leadership Team, and two other members of staff; all of whom will receive regular training. An appointed Safeguarding Governor will monitor the work of the team.
  - giving clear guidance for the handling of child protection incidents and ensuring that all staff members have regular training on child protection issues.
  - having clear procedures if a member of staff is accused of abuse.
  - ensuring that intolerance about gender, faith, race, culture or sexuality is treated as unacceptable.
- 4.** Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues to the relevant agencies. Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken, in the interests of child protection.
- 5.** The school prides itself on good communication with parents and carers and staff are always willing to talk to both children and parents/carers about issues that are causing concern, at a mutually convenient time. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support a child to talk to his or her parents.
- 6.** All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.  
  
When data is generated in school by these categories, individual children should not be able to be identified.
- 7.** Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other nurturing sessions dealing with sensitive issues.
- 8.** Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
- 9.** Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and information about them should be accessible to staff who need that information but not on general view to other parents/carers and children.
- 10.** Information about children will be shared with parents, but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time. However parents should be aware that information about their child will be shared with the receiving school when they change school.

11. All personal information about children, including social care records, medical reports, SEN reports, educational psychologists' reports and other agency reports, should be treated as confidential. Once read by relevant members of staff, they should be returned to secure filing.
12. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances, e.g. to a receiving school or to agencies that can have access to that information.
13. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff, children or parents. All such information should be treated as confidential.
14. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise a high degree of prudence when discussion of potentially contentious issues arises outside the governing body.
15. Staff should exercise a high degree of prudence and consider the dignity of individuals during conversations on the school site, for example in the staff room, particularly if non-members of staff are present, and in the presence of children.
16. **All members of staff and all governors will be asked to sign a confidentiality agreement to show their willingness to adhere to the Confidentiality Policy.**
17. Non-members of staff, for example students and voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement, having been briefed via the *'Health and Safety/Safeguarding Information for Visitors in School'*.

Appendices for agreements are attached (Staff/Governors, Volunteers, Students / work experience).

### **Monitoring and Evaluation**

The policy will be reviewed as part of the school's monitoring cycle.

### **Conclusion**

St. Mary's School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.



## ST MARY'S SCHOOL

### **Confidentiality Agreement**

#### **Members of Staff**

St. Mary's School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and requirements under GDPR to address any issues which may arise about confidentiality.

It is very important that all staff, governors, volunteers and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- personal information about staff, pupils or parents.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future school plans / actions than have not been disclosed to parents.

I understand that I will have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that inappropriate disclosure of confidential information may result in disciplinary action being taken.

\_\_\_\_\_ PRINT NAME of Staff Member

\_\_\_\_\_ Signature of Staff Member

Date: .....



## **ST MARY'S SCHOOL**

### **Confidentiality Agreement**

#### **Supply - Members of Staff**

St. Mary's Catholic Primary School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and requirements under GDPR to address any issues which may arise about confidentiality.

It is very important that all staff, governors, volunteers and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's Catholic Primary School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- personal information about staff, pupils or parents.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future school plans / actions than have not been disclosed to parents.

I understand that I will have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that inappropriate disclosure of confidential information may result in disciplinary action being taken.

\_\_\_\_\_ PRINT NAME of Staff Member

\_\_\_\_\_ Signature of Staff Member

Date: .....



## **ST MARY'S SCHOOL**

### **Confidentiality Agreement**

#### **Governors**

St. Mary's School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and requirements under GDPR to address any issues which may arise about confidentiality.

It is very important that all staff, governors, volunteers and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's Catholic Primary School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- personal information about staff, pupils or parents.
- Information about actions of the Governing Body that are not published in Governing Body minutes.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future school plans / actions than have not been disclosed to parents.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private.

I further understand that disclosure of confidential information may result in termination of my membership of the Governing Body.

\_\_\_\_\_ PRINT NAME of Governor

\_\_\_\_\_ Signature of Governor / Date

Date: .....



## ST MARY'S SCHOOL

### **Confidentiality Agreement**

#### **Volunteers**

Thank you for volunteering to be a helper at this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

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It is very important that all staff, governors, volunteers and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's Catholic Primary School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- information about staff and pupils and events that occur in school. For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent any misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard/ conversations overheard.

If you see something in school that concerns you, please discuss the matter with the headteacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being accepted as a volunteer helper.

\_\_\_\_\_ PRINT NAME of helper

\_\_\_\_\_ Signature of Helper      Date: .....



## ST MARY'S SCHOOL

### **Confidentiality Agreement**

#### **Students on Work Experience or Placement**

Welcome to St Mary's School Catholic Primary School. In this placement you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

St. Mary's School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and requirements under GDPR to address any issues which may arise about confidentiality.

It is very important that all staff, governors, volunteers and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's Catholic Primary School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- information about staff, pupils and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard / conversations overheard.

If you see something in school that concerns you, please discuss the matter with the headteacher.

You must never use information about individual children outside the school without parental permission (photographs / names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in my placement being terminated.

\_\_\_\_\_ PRINT NAME OF STUDENT

\_\_\_\_\_ Signature of Student      Date:.....



## ST MARY'S SCHOOL

### **Confidentiality Agreement**

#### **Contractors**

Thank you for being a contractor of our school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

St. Mary's Catholic Primary School seeks to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Keeping Children Safe in Education - September 2022 and requirements under GDPR to address any issues which may arise about confidentiality.

It is very important that all staff, governors, volunteers, contractors and other adults who work or assist in the school agree to keep as confidential any information they may receive about children, staff or parents in the course of their duties.

Sharing information unnecessarily is an erosion of trust. 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 confidentiality.

By signing this agreement, you agree to uphold St. Mary's Catholic Primary School's Confidentiality Policy.

This means you will not share pupil / staff/ parental information with anyone other than those who are directly involved.

Examples of confidential information are:

- information about staff and pupils and events that occur in school. For example, a parent who knows you are a contractor at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent any misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard/ conversations overheard.

If you see something in school that concerns you, please discuss the matter with the headteacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being accepted as a volunteer helper.

\_\_\_\_\_ PRINT NAME of contractor

\_\_\_\_\_ Signature of Contractor      Date: .....