

OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL



In our school we believe that each person is unique and created to flourish in God's image.

We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.

Confidentiality Policy

Introduction

This policy applies to all staff, external agencies, visitors working with pupils as part of the curriculum or the school's pastoral support procedures, volunteers, students, pupils and parents.

Any external agencies and visitors to the school who are teaching or working with groups of pupils must also abide by this policy.

All adults must remain aware that when they are discussing a child confidentiality must take priority. This will always be the case regardless of talking with parents or other staff and regardless of the setting.

Any information about a child must be treated with sensitivity. A child's name, address, contact details, home circumstances and levels of ability must be treated confidentially.

Information sharing

As a school, we share information with parents, carers and the child. We also make sure that parents, carers and children can share information with us and be confident that information shared will only be used for the benefit of the child. Any information shared will always be respectful of the privacy of the children and their parents and carers.

Information may be shared with the Department for Education, The Local Education Authority, National Curriculum Authority and other relevant authorities for reasons of reporting, assessment and transition to other schools. Relevant information will also be shared with partner professionals, including Speech and Language Therapists, Educational Psychologists and health professionals, to support a child's well-being. Parents and carers will always be informed before information of this nature is shared.

Procedures for Confidentiality within the School

1. Any information that a pupil discloses to a member of staff or visitor should not be passed on to other colleagues indiscriminately but should only be passed on a "need to know basis".
2. Members of staff should not offer pupils or their parents, blanket or unconditional confidentiality.
3. Any information concerning a pupil's behaviour or conduct that is likely to cause harm to themselves or to others should be passed on to the Headteacher and / or other agencies as determined by the Headteacher.
4. The confidentiality policy is made clear to all relevant people and staff will explain to children and their carers or other agencies when and with whom information will be shared. This is particularly relevant to all safeguarding disclosures.
5. When embarking on a lesson, or a programme of lessons, that may well touch on sensitive and/or controversial issues, staff will clarify with pupils the issue of confidentiality. Staff will establish ground rules in order to avoid inappropriate questions and answers which may lead to personal disclosures. (This has particular relevance to our "Rainbows" group.)
6. Teachers need to be aware that effective sex and relationships education, which brings an understanding of what is and is not acceptable in a relationship, may lead to disclosure of a child protection issue. If a personal disclosure is made in the presence of other children, the member of staff should explain that such information must be kept confidential within the class, but that some information may need to be passed on to colleagues.
7. Where a pupil discloses information about physical or sexual abuse, neglect or emotional abuse, the member of staff or visitor must pass this information on to the designated teacher who will then follow the Safeguarding Children's Board (SSCB) procedures.
8. If a referral is made to SSCB, the school will generally seek to discuss any concerns with the family and, where possible, seek their agreement to making referrals to Social Services. However, this should only be done where such discussion and agreement-seeking will not place a child at increased risk of significant harm.
9. Some external agencies may be working in the school offering specific advice and support directly to individual pupils. If this is the case, this confidentiality policy must be followed. Parents must also be informed that such agencies are working in the school to support pupils on a range of issues. Where there are safeguarding concerns appropriate sharing of information will take priority over confidentiality, although the information will be passed on in confidence.
10. Members of staff are not obliged to pass on information about pupils to their parents. However, it is only in the most exceptional circumstances that school would be in the position of processing information without parental knowledge. The reasons for not informing parents should be recorded in writing. If a teacher believes a pupil to be in moral or physical risk, or in breach of the law, they must ensure that the pupil is aware of the risks and encourage her/him to tell her/his parents and seek support from them. The Headteacher should always be informed before parents are contacted. If there are safeguarding concerns, safeguarding procedures are followed.
11. All staff and volunteers are expected to sign a confidentiality statement.

Volunteers in School

At Our Lady Queen of Peace RCVA Primary we value the help of parents, students and others. Everything that volunteers see and hear (particularly in relation to children's, welfare or levels of work) must be held in confidence and not shared with others outside of the school. If volunteers have any questions regarding anything they see or hear in school, or they have concerns about the well-being of a child, they should speak to the class teacher or the Headteacher.

Record Keeping

Every child has a personal record with their contact details, medical information and other relevant information. These records are kept in a locked cabinet and are only accessible to the administration staff, or class teachers and senior leaders.

Each child in the Foundation Stage has their own portfolio and Learning Journey. These contain samples of work and observations and are kept at the setting.

Staff records and details are kept locked in the school office.

Confidentiality Agreement

- I will not discuss individual children, other than for the purposes of curriculum planning and group management, with people other than the parents, carers or staff.
- Information given by parents / carers will not be passed on to other adults without permission, unless the information relates to child protection or safeguarding concerns.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- The use of social network internet sites will never be used to discuss any school issues, pupils or related personnel

The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.