



*“Proudly & Joyfully we love, live & learn through God’s children”*

## **St. Marks’s Catholic Primary School Confidentiality Policy**

### **Aim**

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

### **Rationale**

St. Mark’s Catholic Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. 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.

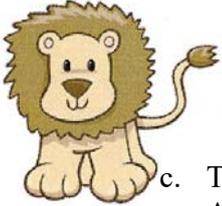
The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

### **Objectives:**

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust within the school.
- 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 then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

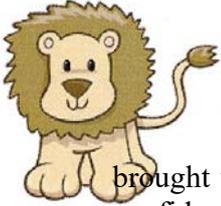
### **Guidelines**

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, 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 continues to actively promote a positive ethos and respect for the individual:
  - a. The school has appointed a designated senior lead teacher for child protection who receives regular training.
  - b. There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.



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- c. There is clear guidance for procedures if a member of staff is accused of abuse. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
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.
5. The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.
6. Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
7. 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.
8. The school has appointed a senior member of staff as Child Protection Officer. Child protection procedures are understood by staff and training is undertaken every two years for all staff.
9. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE session dealing with sensitive issues.
10. 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.
11. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.
12. 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 especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.
13. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. 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 / files and once read should be returned for secure filing.
14. 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.
15. Governors need to be mindful that from time to time issues are discussed or



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brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed after use.

**16.** Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.

**17.** Governors will sign a confidentiality agreement annually.

**18.** 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 the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

**19.** Staff should exercise 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.

**20.** 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.

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

### **Monitoring and Evaluation**

1. The policy will be reviewed as part of the schools monitoring cycle.

### **Conclusion**

St. Mark’s Catholic Primary 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.

**Policy agreed by staff and governors:** September 2018

**To be reviewed:** July 2019



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## St. Mark's Catholic Primary School

### Governor Confidentiality Agreement

First of all, thank you for volunteering to be a Governor of 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.

By signing this agreement, you agree to uphold St. Mark’s’s School’s Confidentiality Policy. This means you will not share pupil / staff information with anyone other than those who are directly involved.

Examples of confidential information are:

- Information about staff and pupils.
- 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.

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PRINT NAME of Governor

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Signature of Governor / Date

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Signature of school representative /  
Date



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## St. Mark's Catholic Primary School

### Confidentiality Agreement

#### Voluntary Helper

First of all, **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.

By signing this agreement, you agree to uphold St. Mark’s School’s Confidentiality Policy. This means you will not share pupil / staff information with anyone that breeches confidentiality.

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

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 required to be a volunteer helper.

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PRINT NAME of helper

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Signature of Helper / Date

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Signature of school representative / Date



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## St. Mark's Catholic Primary School

### Confidentiality Agreement

### Student / Work Experience

Please read the school's Confidentiality Policy.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold St. Mark's's School's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breeches confidentiality.

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.

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 me no longer being required to be a volunteer helper.

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PRINT NAME OF STUDENT

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Signature of Student / Date

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Signature of school representative / Date