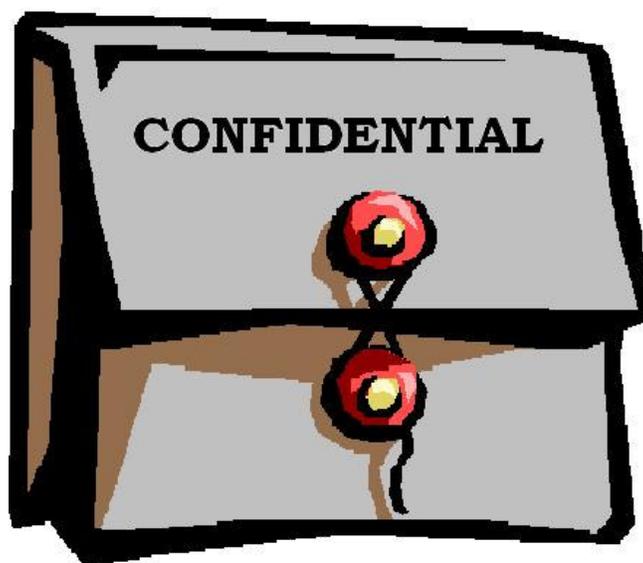




WOOLGROVE SCHOOL, SPECIAL NEEDS ACADEMY

CONFIDENTIALITY POLICY



Equal opportunities lie at the heart of all that we do at Woolgrove. We are committed to ensuring that every member of the school community, whatever their position, race, gender, disability or religion is given the same chance as any other to access the services and support of the school'.

*Deputy Head
M.Swift
April 2013*

WOOLGROVE SCHOOL, SPECIAL NEEDS ACADEMY 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 Woolgrove School which is understood by pupils, parents/carers, staff and governors.

UNDERLYING PRINCIPLES

Woolgrove School, in line with 'Every Child Matters', seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues that 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 all stakeholders place it in a position of trust 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, parents, carers 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 the school staff cannot offer unconditional confidentiality**
- **To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs**
- **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 understand that health professionals are bound by different codes of conduct.**
To ensure that parents/carers 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

- **All information about individual children is private and should only be shared with those staff that have a need to know.**
- **All social services, medical and personal information about a child should be held in a safe and secure place that cannot be accessed by individuals other than school staff.**
- **The school continues to actively promote positive ethos and respect for the individual:**
 - a. **The school has appointed at least one other member of the Senior Leadership Team, in addition to the Head Teacher, for child protection who receives regular training.**

- b. There is clear guidance for the handling of child protection Incidents. All staff have regular training on child protection issues.**
- c. There is clear guidance for procedures if a member of staff is accused of abuse.**
- d. Staff are aware that effective sex and relationship education that brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue. Reference is made to this in the Child Protection and PSHCE Policies.**
- e. Staff are aware of the need to handle all issues about different structures of families in a sensitive manner.**
- f. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.**
- g. Information collected for one purpose should not be used for any other purpose.**
- 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.**
- 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. The school would endeavour to share with parents/carers any child protection disclosure before going on to inform the correct authorities.**

- **Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.**
- **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 be able to be identified.**
- **The school has appointed four senior members of staff as DSPs (Designated Senior Persons). There is one Governor responsible for Child Protection.**
- **Child protection procedures are understood by staff and training is undertaken every three years for all staff. There is annual refresher safeguarding training delivered by the Head Teacher and Deputy Head Teacher. New staff members joining mid-year will also receive training connected to Child Protection.**
- **Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHCE sessions dealing with sensitive issues such as sex and relationships and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information that may fall outside the boundaries of child protection procedures. Woolgrove School needs to continue to be proactive so children feel supported but information is not unnecessarily revealed in a public arena.**
- **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; in particular child protection information will only be shared on a need-to-know basis.**

- **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.**
- **State Registered Arts Therapists also work within their own Codes of Practice which ensures the confidentiality of session.**
- **The Counsellor, Art and Music Therapist will maintain confidentiality within their lessons unless a safeguarding issue becomes apparent.**
- **Photographs of children should not be used without parents/carers' permission especially in the press and the internet. This is often a cultural issue that the school needs to be aware of. At no time should the child's name be used with a photograph for publicity purposes so that they can be identified, unless parental consent has been given. The school gives clear guidance to parents about the use of cameras and videos during public school events. A list of children who are not permitted to have photographs taken for public use is available from the office.**
- **Where parental permission is given for children to be videoed or recorded, or artwork photographed in music and art sessions, the material remains confidential. Parents may also consent to anonymous case studies being used in clinical studies.**
- **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 assessments at any time especially at parents' evenings. However parents should be aware that information about their child will be shared with the receiving school when they change school.**

- **All personal information about children including social services and art therapies 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, art therapies reports and referrals, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings will be treated confidentially and passed onto the relevant staff members, SLT members, DSP staff as required.**
- **Emails between professionals e.g. CIN minutes for example will use a password to access the reports.**
- **Logs of administration of medication to children should be kept secure and each child should have their own individual log.**
- **In all other notes, briefing sheets etc. a child should not be able to be identified, if the notes are of a confidential/sensitive nature.**
- **Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.**
- **Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential.**
- **These confidential papers should be destroyed. 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.**
- **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.

MONITORING AND EVALUATION

- The policy will be reviewed as part of the schools monitoring cycle for policies
- The PSHCE scheme of work, Sex and Relationships policy and Drugs Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
- The Deputy Head has responsibility for monitoring this policy. Following any curriculum monitoring a positional statement will be written to contribute to the School Development Plan.

CONCLUSION

Woolgrove 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.

*B Davies/M Edwards
May 2006
Revised Autumn 2006
Further revised July 2009
B Davies/A Gooding
Revised 2010
Revised M Swift
May 2013*