



The Kingfisher Schools Federation

Confidentiality Policy

1. INTRODUCTION

The Kingfisher Schools Federation seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. The Federation seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality.

The Federation 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 Federation is mindful that it is placed in a position of trust by all stakeholders (pupils, children, parents, carers, agencies etc.), and there is a general expectation that a professional approach will be used in all matters of confidentiality.

2. OBJECTIVES

The Federation aims 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.

All information about individual children is private and should only be shared with staff that have a need to know. The Kingfisher Schools Federation 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.



3. SCOPE

- 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 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 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 code of conduct.
- 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.

4. RESPONSIBILITIES

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.

- The Federation is responsible for actively promoting a positive ethos and respect for the individual(s);
- The Federation finds intolerance about gender, faith, race, culture or sexuality unacceptable and will follow the schools discipline policy if this occurs;
- The Federation has appointed a Designated Safeguarding Persons for child protection who receive regular training; these are:-
 - Mrs Ruth Nixon (Head Teacher) - Senior Designated Safeguarding Person;
 - Miss Julie Pope (Barnby & North Cove School) - Deputy Safeguarding Person;
 - Miss Helen George (Southwold School) - Deputy Safeguarding Person;



- The Federation is responsible for ensuring clear guidance for the handling of child protection incidents is understood and all staff have regular training on child protection issues.
- The Federation is responsible for ensuring that Safeguarding procedures are understood by staff and training is undertaken every two years for all staff;
- The Federation is responsible in ensuring clear guidance and procedures are understood if a member of staff is accused of abuse;
- The Federation are responsible of ensuring Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue;

(Refer to the Federation's Whole School Safeguarding Policy and Safeguarding of sexually active young persons under 18 Years Policy).

- The Federation and Staff are responsible for handling all issues about different types of families in a sensitive manner;
- Information collected within the Federation for one purpose, should not be used for another;
- Parents/carers and children need to be aware that the Federation Schools cannot guarantee total confidentiality and that the Schools have a duty to report child protection issues;
- The Federation 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 Schools encourage 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 Schools would share with parents 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 for the purpose of safeguarding of the child(ren);



- The Federation acknowledges that 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;
- The Federation acknowledges that 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;
- Photographs of children should not be used without parents/carers permission especially in the press and internet. This is often a cultural issue that the school needs to be aware. At no time should the child's name be used with a photograph so that they can be identified;

(Please refer to the Use of ICT, Mobile Phones, Devices and Images Policy).

- 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;
- 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;
- Logs of administration of medication to children are kept in the school office. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school;
- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information, except to those colleagues who have a professional role in relation to the pupil/student.



- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupils/student's parent or carer, nor with colleagues in the school, except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's Designated Senior Person (Mrs R Nixon), any information which gives rise to concern about the safety or welfare of a pupil/student.
- 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.
- 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.
- 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 and should be copied onto different coloured paper. 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 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.

DISCIPLINARY

All staff and governor's need to recognise that failure to meet these standards of confidentiality may result in disciplinary action, including dismissal.



MONITORING & EVALUATION

The policy will be reviewed as part of the schools monitoring cycle.
The Head Teacher has responsibility for monitoring this policy.
This Policy is due for Review in September 2019.

IMPLEMENTATION

This policy will be formally implemented with effect from September 2016.

This policy was adopted at a Meeting of the full Governing Body on 11th October 2016.

Mr John Beckett
Chair of Governors

Mrs Ruth Nixon
Head Teacher