



THE WHITE ROSE FEDERATION

CONFIDENTIALITY POLICY

OUR VISION

One family branching out together

Document Status

Date of adoption by the Governing Body		Date of next review	
Autumn 2022		Autumn 2024	
Responsible officer			
J. Marwood			
Signed:			
Headteacher	S. MacDonald	Chair of Governors	A. Edwards & A. Burr

Links to Other Policies

IT User Agreement	Federation Code of Conduct
NYCC Code of Conduct	Child Protection Policy
Suite of GDPR Policies	Disciplinary Policy

The White Rose Federation Confidentiality Policy

Working in the White Rose Federation necessarily means having access in a variety of ways to information that must be regarded as confidential. **Therefore, this policy applies to all staff employed by the school, including temporary, voluntary and agency staff. It also applies to governors, volunteers, visitors on work experience placements and parent helpers.**

We aim to protect all children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the school which is understood by children, parents/carers and staff.

Rationale

We put the child at the heart of the learning process and provide a safe and secure learning environment. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising our responsibility to use, hold and safeguard information.

Sharing information inappropriately, or unnecessarily, is an erosion of trust.

We are mindful that staff are 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
- To foster an ethos of trust within the school.
- To ensure that staff, parents/carers and children are aware of the school's confidentiality policy and procedures and act upon them.
- To encourage children to be aware of confidentiality issues relating to their peers.
- To reassure children that their best interests will be maintained.
- To encourage children to talk to their parents/carers.
- To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that parents/carers have a right of access to any records the school may hold on their child but not to those of any other child that they do not have parental responsibility for

Guidelines

- All information about individual children is confidential and is only shared with those staff/adults that have a need to know.
- All safeguarding, medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff.
- We pride ourselves on good communication with parents/carers and staff are available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children in talking to them.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.
- All children, parents/carers, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community.

It is important that:-

- staff do not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- no member of staff discusses an individual child's behaviour/situation etc in the presence of another child.
- staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
- governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- staff performance management is carried out confidentially.
- matters of child protection are made known to staff on a need to know basis.
- class teachers and support staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- volunteers, such as parents/carers and friends of the school do not discuss school matters in the wider community
- volunteers, students and supply teachers read this policy before working in school.
- Staff should be aware of children in their care with medical or allergy needs. This information is accessible to staff who need it but is not on general view to other parents/carers and children.
- Photographs of children are not used without parents/carers' permission, especially in the press and internet.
- Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based are regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

Other Professionals

Multi-agency professionals are bound by their professional codes of conduct to maintain confidentiality.

Conclusion

All personal information about children is confidential and should only be accessed by staff on a need to know basis.

The White Rose Federation has a duty of care and responsibility towards children, parents/carers and staff. The care and safety of the individual is always paramount.

The consequences of revealing confidential information without authority

Staff should ensure that they are familiar with this Confidentiality Policy and related Policies. While there is an expectation that staff will use their professional discretion in applying the Policy, they should always seek advice from the Headteacher where they are unsure.

Staff should be aware that serious breaches of the Policy may result in disciplinary action being taken. The severity of the sanction will be assessed with regard to the potential harm the disclosure will have

caused to the individual concerned. Some breaches of confidentiality could be regarded as potential serious or gross misconduct that could result in dismissal.