

Rosehill Infant & Nursery **School**

Confidentiality Policy



Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Review Date September 2027

Confidentiality Policy

Aim

To ensure that confidentiality and data protection compliance are a natural part of good practice. To provide all staff, governors and others in Rosehill Infant & Nursey School with clear, unambiguous guidance as to their legal and professional roles. To make certain that the procedures throughout the school can be easily understood by pupils, parents/carers and staff.

Rationale

The school holds a lot of confidential information about children, staff and sometimes parents and carers. Whilst it is important that we continue to develop positive ways to use that information, we all recognise that it is our responsibility to use, hold and safeguard information received.

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. Our obligation to comply with the Data Protection Act 2018, the UK GDPR and other legislation and statutory guidance underpins our management of data.

Objectives

- to provide consistent messages in the school about handling information about children and adults once it has been received
- to foster an ethos of trust within the school
- to ensure that staff, governors, volunteers, 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 pupils to talk to their parents/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 everyone understands their personal responsibilities

Guidelines

- all information about individuals is private and should only be shared with those staff on a need-to-know basis
- 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 school continues to actively promote a positive ethos and respect for the individual
- the safeguarding policy will be applied, and monitored by appropriate school personnel
- all children and adults have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns, and special educational needs

Day-to-day practice

Confidentiality is a whole school issue. 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.

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.

Information about children will be shared with parents and carers 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.**

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.

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.

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.

Non-members of staff, for example, students, voluntary helpers and contractors will be asked to follow the principles of the confidentiality policy and tick a confidentiality agreement when signing into the school see appendices below.

Governors/trustees

Governors/trustees need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children. All such folders on the governor hub will be marked confidential and access will be restricted. In the unlikely event that paper copies are necessary, these will be handed in to the clerk at the end of the meeting to be securely disposed of.

Governors/trustees 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/trustees 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.

Conclusion

Rosehill Infant & Nursery 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 governors/trustees and shared with staff, volunteers and the school community.

Appendix 1

Visitors

Confidentiality

Visitors (including adult students and volunteers)

Please read the school's Confidentiality Policy which can be found on [Rosehill Infant and Nursery School - Policies](#)

Visitors to Rosehill Infant & Nursery School carry certain responsibilities, including the requirement to be confidential about Rosehill Infant & Nursery matters.

By accepting this statement, you are agreeing to uphold Rosehill's Confidentiality Policy. This means you will not share pupil or staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- 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 able to complete my placement as a student/volunteer/visitor and that this breach may be reported to those who arranged the visit.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Appendix 2

Contractors

Confidentiality

All contractors that attend site carry certain responsibilities, including the requirement to be confidential about Rosehill Infant & Nursery matters.

By accepting this statement, you are agreeing to uphold Rosehill's Confidentiality Policy. This means you will not share pupil or staff information with anyone that breaches confidentiality.

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 able to attend this site.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.