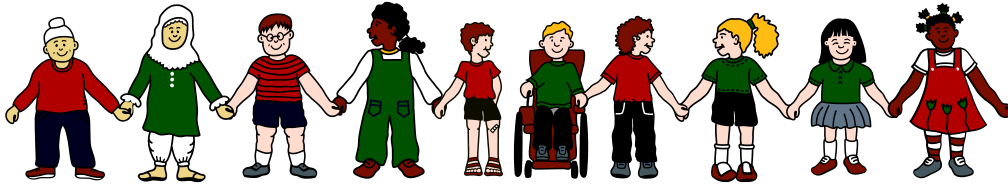


THE GILES NURSERY AND INFANTS' SCHOOL



Confidentiality Policy

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Date of Issue: March 2023

Review Date: March 2025

**This policy should be read in conjunction with the school's
online safety and data security policies**

Confidentiality Policy

Rationale

At the Giles Nursery and Infants' School we believe that we can best meet the needs of individual children by working closely with parents/carers. We aim to develop partnerships between parents/carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

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 exclusion, complaint, grievance or disciplinary 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 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 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 arise outside of the governing body.

Implementation of the policy in The Giles Nursery and Infants' School

The head teacher and governors must:

- ensure that there is a system of communication between our school and parents/carers
- make every effort to ensure that information for parents/carers is made accessible to them
- arrange a briefing meeting with parents/carers when their child is admitted to inform them about policies and procedures
- ensure that any consent forms/agreements are completed
- ensure that the required contact information is kept up to date
- establish, where appropriate, the name of a child's legal guardian

- keep an up-to-date record of any particular needs of children. These records must be kept securely
- ensure that arrangements for the children's arrival and collection are clear and understood by all staff and parents/carers
- establish a system in which only authorised adults can collect children and create a plan that can be used in an emergency when a child cannot be collected by the recognised adult
- ensure that information about children is treated as confidential, is held securely and is only shared with parents/carers and relevant personnel
- ensure that all staff, volunteers and students understand that information held on children and their families is confidential
- ensure that all employed staff, volunteers and students are aware of this policy and the procedures followed in the school

Sharing information

We invite parents/carers to a briefing meeting when their child has been admitted to discuss policies and procedures in our school and to complete the required contact forms.

We ask parents/carers for information about their children, their individual needs and requirements in order to ensure the best possible care for them. We believe that the child's named member of staff is central to every exchange of information.

We pass any changes to details held about a child's circumstances to the person in charge of records so that these can be updated, where appropriate.

We encourage parents/carers to first discuss any concerns or issues about their children with the teacher. The teacher must discuss any issues that cannot be resolved with the head teacher.

Privacy and confidentiality

Any personal data on children and their parents/carers is held securely.

We treat information about children and their families as confidential. We only disclose this to staff on a 'need-to-know' basis and only with the agreement of the parent/carer.

The class teacher is responsible for sharing information about the progress and welfare of a child with his/her parents/carers. This information is also shared with other staff to ensure that the best interests and needs of the child are met.

Some information exchange about children occurs informally on a daily basis; other opportunities for a more detailed report are offered through parent meetings, regular written reports to parents and appointments by arrangement to discuss specific concerns.

Teachers keep individual records on children's achievements and progress. These records are stored securely.

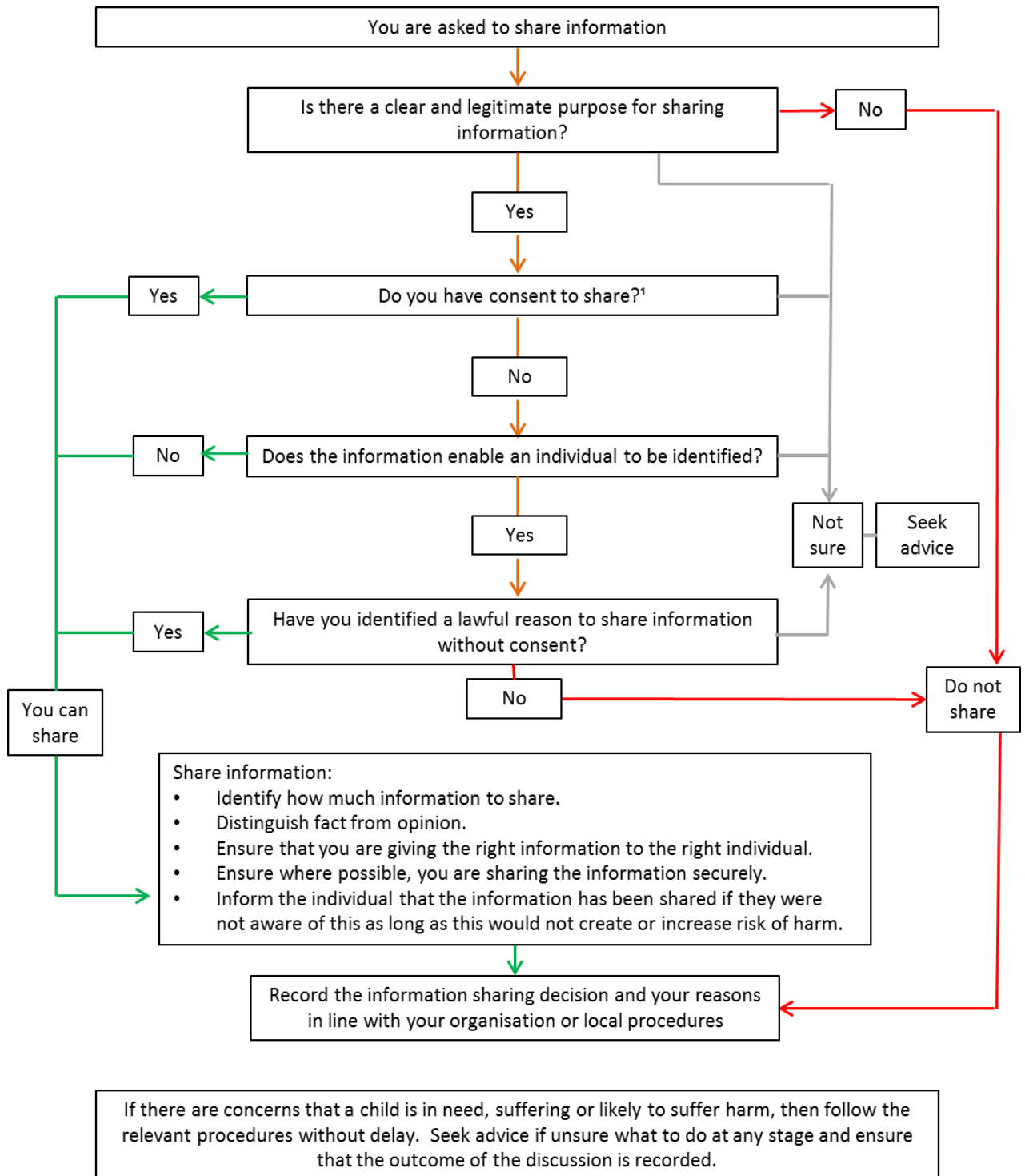
We allow parents access to their own children's records on request.

We do not allow parents access to the records of other children

Confidentiality is a basic ethical principal and should be respected at all times; however, there are specific circumstances when there may be a need to break confidentiality and share information without consent.

The latest government view of best professional practice for those working with children and young people is detailed in 'Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers, DfE July 2018. This includes the following flow chart of when and how to share information:

Flowchart of when and how to share information



1. Consent must be unambiguous, freely given and may be withdrawn at any time