



CONFIDENTIALITY POLICY

Granby Primary School
Granby Road Aylestone, Leicester LE2 8LP

Head Teacher: Mr Peter Fowler

CONFIDENTIALITY POLICY

Rationale

Granby Primary School seeks to provide a safe and secure learning environment for every child. The school is committed to developing creative and positive ways for children's voices 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 it is placed in a position of trust by stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Aims

- To protect children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles
- To reassure pupils and families that their best interests will be maintained
- To ensure good practice throughout the school which is understood by pupils, parents/carers, staff and governors

Implementation

The school operates in a way that respects every individual's right to privacy. All staff and visitors are expected to work within the guidelines of this policy which conform to recent legislations and government guidelines and which protect confidentiality. In practice this means:

- Acknowledging that all information about individual children is private and should only be shared with staff that have a need to know
- All social services, medical and personal information should be held in a safe and secure place which cannot be accessed by individuals other than appropriate school staff
- The school prides itself on good communication with parents/carers – staff are available to talk to children or parents/carers about concerns
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical conditions and special educational needs. Data is generated by schools by these categories however individual children should not be identifiable
- Confidentiality is a whole school issue
- Staff performance management is carried out privately. Targets for individuals and other performance data will be stored securely
- Making it clear that gossip is discouraged
- Keeping personal records of behaviour confidential
- Not discussing pupil or family personal matters in a general way
- Using teaching methods which protect confidentiality
- Encouraging pupils to talk to their parents/carers about any anxieties they may have while at the same time offering support for individuals and families from relevant professionals
- The school gives clear guidance regarding the use of photographs and videos

Personal Disclosures

Sensitive and appropriate support will be offered however pupils and families will be made aware that some information cannot be held confidentially and made to understand that if certain disclosures are made, certain actions will ensue. Safeguarding procedures will be adhered to by all adults upon any disclosure by a child or suspicion of abuse.

Confidentiality in the Classroom

All teaching will be delivered in a way that reaffirms respect for everyone in the school and associated with it. Staff will work with pupils to develop 'ground rules' for lessons and discussions and show why these need to be agreed and adhered to by everybody, for example:

- No pupil or staff member will be forced to disclose personal details
- Everyone has the right to 'pass' on a question should they so wish
- Everyone has the right to be listened to and have their views respected
- Participation in any discussion will not be forced
- Bullying will not be tolerated

Staff will protect pupils' privacy by de-personalising discussions. Pupils can then explore the issues being raised without having themselves implicated, for example:

- Use the third person to allow pupils to maintain distance
- Collect answers anonymously so that pupils can express views without fear of exposure
- Collect group ideas without identifying individuals
- Use sensitive role play in a contained and safe way (de-role afterwards)
- Provide appropriate videos and written scenarios with invented characters to encourage pupils to imagine how people might feel and discuss what they might do in such a situation
- Ensure pupils are informed of sources of confidential help

Professional Codes of Conduct

- Staff must remain aware of their terms of contract and that they cannot promise absolute confidentiality
- Other professionals working within the school are bound by their professional codes of conduct and confidentiality, in such circumstances, should only be breached in exceptional cases and not without first informing the child
- Parents or other volunteers working within the school setting must not discuss individual pupils' behaviour or other details outside the classroom
- Governing Body discussions on confidential matters will be minuted separately and not published

References

- *Data Protection Policy – Granby*
- *Freedom of Information Policy – Granby*
- *Confidentiality Policy – Appleton Wiske CP School & St Anne's RC Primary School*
- *The Key for School Governors*

Policy Revised: August 2015

Due for Review: August 2016