

HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

Confidentiality Policy

Date Agreed by Governors: 11th July 2024

Governor Review Date: Summer 2027



Holy Souls R.C. Primary School

Policy Statement for Confidentiality

Introduction

This document is a statement of our Policy for Confidentiality at Holy Souls R.C. Primary School. It was developed during the summer term of 2017 through a process of consultation with all Staff and Governors. A schedule for the review of this, and all other policy documents is set out in the School Development Plan.

Our Mission Statement

“To love one another as I have loved you,” is at the heart of our Mission Statement. Holy Souls is a place where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect and valued as a unique member of our school family.

We aim to develop and nurture the whole person supported by the love of God. Central to this process is the opportunity for adults and children to form relationships that are based on trust, integrity, love and concern.

In light of recent developments including:

- Ofsted Self Evaluation
- Extended Schools
- School based health services
- Information sharing and assessment
- The Common Assessment Framework
- The revised Data Protection legislation
- Healthy Schools enhanced status

It is important for schools to have a confidentiality policy which gives clarity to parents, staff and pupils about the levels of confidentiality that can be offered in different circumstances.

Aim

To protect our children at all times and to give all staff a clear, unambiguous guidance as to their legal rights and professional roles and to ensure good practice throughout the school which is understood by pupils, parents and staff.

Rationale

Holy Souls School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality. It 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 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.

Objectives:

1. To provide consistent messages in school on handling information about children.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To reassure pupils that their best interests will be maintained.
5. To encourage pupils to talk to their parents.
6. To ensure parents and pupils know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all including monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by a different code of conduct.
11. To ensure the parents have rights 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.

Guidelines

1. All information about individual children is private and should be shared with those staff that have a need to know.
2. 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.
3. The school continues to actively promote a positive ethos and respect for the individual:
 - a) The head teacher is the member of staff responsible for child protection and a governor is also responsible for this area.
 - b) There are clear guidelines for the handling of child protection incidents, as recommended by the Local authority. Regular training is received by all staff on child protection.
 - c) There are guidelines for procedures if a member of staff is accused of abuse.
 - d) Staff are aware of the need to handle all issues about families in a sensitive manner.
 - e) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and will be referred to the discipline policy.
4. Parents and children need to be aware that the school cannot guarantee total confidentiality as we have a duty to report child protection issues.
5. The school prides itself on good communications with parents; staff are available to talk to children and parents about issues causing concern.
6. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns or special needs.
7. Confidentiality is a whole school issue. Clear ground rules are set for class work in such lessons as circle time and other PSHCE sessions dealing with sensitive subjects.
8. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs.
9. Photographs of children for school purposes are used with parents' permission. At school events parents are asked not to publish photographs of children, other than their own, on any kind of social media eg: facebook
10. Information about children will be shared with parents but only about their own child.
11. Governors are mindful when discussing issues about staff and children, and papers naming individuals are marked confidential and will be shredded after use.

12. All children, parents, 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 arising from staff meetings to any person without direct professional connection to or interest in the welfare and education of the individual concerned, either face to face or on social media.
- No member of staff discusses an individual child's behaviour in the presence of another child.
- Staff do not enter into detailed discussion about another child's behaviour with other children or their parents.
- Governors do not divulge details about individuals to any person outside of the meeting.
- Parents in school working as volunteers do not report cases of poor behaviour or pupil discipline in the school. This allows teachers to deal with such matters in line with school policy,
- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Head teacher's report and noted to be confidential.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Head teacher's office and electronic performance records will only be available from the Head teacher's computer.

Monitoring

This policy will be reviewed as part of the SDP.

The Head teacher has responsibility for monitoring this policy.

Holy Souls School has a duty of care and responsibility towards pupils, parents 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 policy.

Reviewed April 2024

Danielle Ellison

Headteacher