



CONFIDENTIALITY POLICY



Wood Bank School

From strong roots we grow and blossom

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| Policy Ratified | June 2024 |
| Review Date | June 2027 |
| Signed (Headteacher) |  |
| Signed (Chair of Governors) |  |

Philosophy

- To protect each individual at all times and to ensure that staff, students and volunteers have clear, specific guidance, as to their legal and professional roles, as well as to ensure consistent practice throughout the school which pupils, parents/carers and staff understand.
- At Wood Bank School we ensure that every child is treated as an individual.
- We provide an 'orderly, well structured environment which stimulates, challenges and supports learning' thus creating a sense of safety and security.
- We encourage every child to use their 'voice' and will safeguard information received.
- The school understands that any information that we receive is shared with us in trust and therefore we adopt a professional approach to all matters of confidentiality.

Procedures and Practice

- To ensure that staff understand the systems in place for handling information about our children once it has been received.
- To ensure that staff, parents and teachers are aware of the school's confidentiality policy.
- To ensure that parents, pupils and staff are made aware that there will be times when school staff cannot offer unconditional confidentiality- this depends on the nature of the information received.
- To ensure that there is equality of provision and access for all regardless of culture, gender or need.
- To ensure that if there are safeguarding issues that the guidance in the safeguarding policy is followed.
- To ensure that confidentiality is a whole school issue and that rules are set for the protection of all.
- To work in partnership with all other agencies whilst understanding that they may be bound by a different code of conduct.
- To ensure that parents have right of access to any records the school may hold about their child but not for any other child for whom they do not have parental responsibility.
- All information about individual children is private and should only be shared with those staff that have a need to know.
- All children's personal files containing information from social services, medical and personal information is held in a safe and secure place (CPOMS) and can be accessed by authorised school staff only.
- The school actively promotes a positive ethos and respect for the individual
- The school has 4 designated safeguarding leads and 2 deputies who receive regular training. There is also 1 governor with responsibility for Safeguarding.
- There is clear guidance for handling safeguarding incidents. Staff receive regular training on safeguarding.
- There is clear guidance if a staff member is accused of abuse.

- Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a safeguarding issue.
- Staff are aware of the need to handle all issues related to our individual families in a sensitive manner.
- The school's discipline policy will be followed if there is any unacceptable intolerance related to gender, faith, race, culture or sexuality or disability/special educational need.
- Information collected for one purpose should not be used for another.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report any safeguarding concerns.
- Staff will not share any information that is school related with any members of the public without prior consent from the Headteacher or Senior Leadership Team.
- Staff must not post or comment on any information related to school on social media unless it is through approved channels
- There are good systems of communication within Wood Bank with parents/carers. Staff are available to talk to both children and parents. The school will inform parents of any safeguarding disclosure, before informing other agencies.
- Data generated through school should not identify individual children.
- Staff should be aware of children's individual medical needs and this information should be accessible to staff but should not be on general view to other parents.
- Photographs should not be taken without seeking parental permission for their use. Photographs published should not identify children by name without parental permission.
- Addresses and telephone numbers of parents, children and staff will not be passed on except where permission has been given for that to happen and will only be given out by the Head and Deputy or to a receiving school.
- Any students, volunteers are reminded about confidentiality and this is written into the policy that they have to read and sign for. This also applies to supply staff.
- Information about children will be shared with parents but only about their own child.
- Parents should be aware that information about their child will be shared with the receiving school when their child moves schools to support transition
- All personal information about children including social services 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, physiotherapy, medical reports, and social services minutes will be treated confidentially and passed onto the relevant staff members/ SLT members.
- Governors should be mindful that issues may be brought to their attention related to individual children or staff. These papers must be marked confidential. These confidential papers must be destroyed and Governors

must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.

- Any confidential papers seen at Governors will be destroyed. Governors 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 Governor's meetings are normally made public through the minutes. The discussions on which decisions are based should be regarded as confidential.
- See GDPR policy for additional information regarding confidentiality of data

In addition this policy should be read alongside the Code of Conduct Policy:

- Employees must maintain confidentiality at all times whilst undertaking the duties and responsibilities of their roles.
- Employees must be aware of and respect the confidential nature of personal information obtained by them in the course of their duties and must not disclose any such information to anyone other than those required to receive it.
- Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others.
- Disclosure of confidential information to any person or agency outside the School must comply with the School's Data Protection Regulations and should only take place with the express permission of the School's Data Protection Officer other than when required by the law.
- Employees must not release information regarding another employee of the School without that employee's written permission unless there is a clear duty to do so, or there is an overriding principle, eg. child protection.

Monitoring and Evaluation

1. The policy will be reviewed every three years.
2. The Headteacher has responsibility for monitoring this policy.