




ST PAUL with ST LUKE
CHURCH OF ENGLAND PRIMARY SCHOOL
Leopold Street, Bow, London E3 4LA

Policy Version Control

Confidentiality Policy Version Control 2022

Version no	Amendments	Approval date
1	New policy	March 2016
2	No changes	March 2019
3	Added CPOMS in record keeping section	March 2022  BENJAMIN ROACH

St Paul with St Luke Primary School

CONFIDENTIALITY POLICY

Introduction:

All staff, external agencies / visitors working with pupils as part of the curriculum or the school's pastoral support procedures, pupils and parents should be made aware of this policy.

It is of particular importance to staff involved with personal, social, health and education (PSHE), including sex and relationships education (SRE) and drug education. It sets out guidelines for all staff about pupil information that they can regard as confidential and that which they cannot. Any external agencies / visitors to the school who are teaching or working with groups of pupils must also abide by this policy.

Information sharing:

As a School, we share information with parents, carers and the child. We also make sure that parents, carers and children can share information with us and be confident that information shared will only be used for the benefit of the child. Any information shared will always be respectful of the privacy of the children and their parents / carers.

The schools privacy notices can be found on the school website and copies can be requested via the office.

Procedures for Confidentiality within the School

1. Any information that a pupil discloses to a member of staff or visitor should not be passed on to other colleagues indiscriminately but should only be passed on a "need to know basis".
2. Members of staff should not offer pupils or their parents, blanket or unconditional confidentiality.
3. Any information concerning a pupil's behaviour or conduct that is likely to cause harm to themselves or to others should be passed on to the Headteacher and / or other agencies as determined by the Headteacher.
4. As a school we should make it known to every parent and child our confidentiality policy (at age appropriate level). It should be made clear when and with whom information will be shared.
5. When embarking on a lesson, or a programme of lessons, that may well touch on sensitive and/or controversial issues, teachers should clarify with pupils the issue of

confidentiality. An unrealistic confidentiality agreement should not be offered to pupils. Teaching staff should establish ground rules in order to avoid inappropriate questions and answers which may lead to personal disclosures.

6. Teachers need to be aware that effective relationships and health education, which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue. If a personal disclosure is made, the member of staff should explain that such information can, and should, be kept confidential within the class, but that some information may need to be passed on to colleagues.

Where a pupil discloses information about physical or sexual abuse, neglect or emotional abuse, the member of staff or visitor must follow the London Safeguarding Children Board's (LSCB) procedures and pass this information on to the staff who are designated safeguarding leads.

7. LSCB guidelines should be followed in respect of cases concerning child protection. If someone believes that a child may be suffering, or may be at risk of suffering, significant harm, then he/she should always refer his/her concerns to the Designated Safeguarding Lead (DSL) who will contact the Social Services department. The school will generally seek to discuss any concerns with the family and, where possible, seek their agreement to making referrals to Social Services. However, this should only be done where such discussion and agreement-seeking will not place a child at increased risk of significant harm.

8. If such disclosed information is to be passed on the pupil should be told of this, know who the information will be passed on to and why and who else in the school, or externally, will have access to the information. The pupils should also be reassured that they will be offered appropriate, on-going support. However, if this will prejudice the welfare of the child, or hamper an investigation under Section 43 or 47 of the Children's Act, the situation should be discussed with Social Services.

10. In the case of illegal activity of a non-child protection nature, any action that the school takes will always be in the best interests of the pupil. This does not mean that the police will be informed; but contact with the school's DSL may be made to discuss situations.

11. Some external agencies may be working in the school offering specific advice and support directly to individual pupils. If this is the case, their professional code of confidentiality must be shared with the school and any deviation from the school's policy must be agreed formally with the school and shared with the pupils concerned. Confidentiality must not be permitted where there are child protection concerns. Parents must also be informed that such agencies are working in the school to support pupils on a range of issues.

12. If such a visitor is working in the school and following a different code of confidentiality in line with their professional protocols, members of staff may wish to refer pupils to them before they disclose information in order to maintain pupil confidentiality. Pupils and

parents need to be aware of and understand any referral procedures related to this within the school.

13. "In exceptional circumstances, members of staff may not pass on information about pupils to their parents. If school handles information without parental knowledge, then the reasons for not informing parents school be recorded in writing If a teacher believes a pupil to be in moral or physical risk, or in breach of the law, they must ensure that the pupil is aware of the risks and encourage her/him to tell her/his parents and seek support from them. The Headteacher should always be informed before parents are contacted.

14. All staff and volunteers are expected to sign confidentiality statement.

Volunteers in School

At St Paul with St Luke Primary School we value the help of parents, students and others. Everything that volunteers see and hear (particularly in relation to children's, welfare or levels of work) must be held in confidence and not shared with others outside of the school. If volunteers have any questions regarding anything they see or hear in school, or they have concerns about the well-being of a child, they should speak to the class teacher or the Headteacher. Students taking part in recognised qualifications & training will be advised of our confidentiality policy & required to respect it.

Record Keeping:

Every child has a personal record with their learning records etc. and settling in information. These records are kept in the classroom and are only accessible to the child's key person or class teacher. Each child in the Foundation Stage has their own Special Book. These contain samples of work and observations and are kept at the setting.

Pupil admissions folders are kept in the school office in locked cupboards

Staff records and details are kept locked in the school office.

Staff and pupil records are on the school MIS system and access is strictly managed

Any safeguarding incidents involving pupils are reported onto CPOMS. All staff can report but full access to the site is for DSLs only.

Any behaviour incidents regarding pupils are reported onto CPOMS.

Staff are aware that when they are discussing a child confidentiality should take priority. This will always be the case regardless of talking with parents or other staff in the setting.

Key Points

- Staff / volunteers will not discuss individual children, other than for the purposes of curriculum planning / group management, with people other than the parents, carers or key person of that child.
- Information given by parents / carers will not be passed on to other adults without permission.

- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- The use of social network internet sites should not be used to discuss any school issues.

Links to Other Policies

This policy should be read in conjunction with Child Protection, Behaviour, Data Protection and Freedom of Information and SEND policies.

St Paul with St Luke Primary School

Confidentiality Agreement

Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at St Paul with St Luke Primary School. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our school community as a visitor.

I understand that during my time at St Paul with St Luke Primary School:

- 1.** I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
- 2.** I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school and anyone associated with it.
- 3.** I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Headteacher or Deputy Head.
- 4.** I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
- 5.** I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
- 6.** I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be sent for shredding.

- 7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
- 8. I will uphold the good name of St Paul with St Luke Primary School in discussions both inside and outside school.

Signed:

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Print name:

Date: