



**The following Confidentiality Policy was reviewed, accepted and signed by the Chair of Governors of Grovelands Primary School in October 2016.**

**Both Walton and Weybridge Children's Centres are managed by Grovelands Primary School. This policy has been aligned to Grovelands Primary School and adopted by Walton and Weybridge Children's Centres in October 2016 to ensure standardisation.**

This policy links to the following:

- Partnership with parents and the local community
- First Aid
- Health and Safety
- Safeguarding/Child Protection
- Equality and Diversity
- Surrey County Councils Looked After Policy

#### Amendment History

Version/Issue No.	Date	Author	Remarks/Reason for change	Review Date
1	October 2016	Grovelands Primary School	Aligning policy to Grovelands Primary School	October 2018



## **CONFIDENTIALITY POLICY**

### **Introduction**

All staff, external agencies / visitors working with pupils as part of the curriculum or the school's/children's centre pastoral support procedures, pupils and parents should be made aware of this policy. It is of particular importance to staff involved with the 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/children's centres who are teaching or working with groups of pupils/parents and children must also abide by this policy.

### **Information Sharing**

As a School/children's centres, 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.

### **Procedures for Confidentiality within the School and children's centre**

1. Any information that a pupil/parent 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/child's behaviour or conduct that is likely to cause harm to themselves or to others should be passed on to the Centre Manager, Head of School, the Executive Headteacher and / or other agencies as determined by the Centre Manager or Executive Head.
4. As a school and children's centre 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, activity or session that may well touch on sensitive and/or controversial issues, teachers/staff should clarify with pupils/parents the issue of confidentiality. An unrealistic confidentiality agreement should not be offered to pupils/children and parents. Teaching/centre staff should establish ground rules in order to avoid inappropriate questions and answers which may lead to personal disclosures.
6. Teachers and staff need to be aware that effective sex and relationships 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.
7. Where a pupil/child/parent discloses information about physical or sexual abuse, neglect or emotional abuse, the member of staff or visitor must follow the Surrey Safeguarding Children Board's (SSCB) and schools procedures and pass this information on to the Designated Safeguarding Lead (DSL).

8. SSCB 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 Multi Agency Safeguarding Hub (MASH). The school/children's centres will generally seek to discuss any concerns with the family and, where possible, seek their agreement to making referrals to the MASH. However, this should only be done where such discussion and agreement-seeking will not place a child at increased risk of significant harm.
9. If such disclosed information is to be passed on the pupil/parent 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/parents should also be reassured that they will be offered appropriate, ongoing 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 the MASH and/ or the SCC Legal Section should be consulted.
10. In the case of illegal activity of a non-child protection nature, any action that the school/children's centres 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/children's centres 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/children's centre policy must be agreed formally with the school/children's centres and shared with the pupils/parents 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/children's centres to support pupils on a range of issues.
12. If such a visitor is working in the school/children's centre 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/children's centres.
13. Members of staff are not obliged to pass on information about pupils/children to their parents. However, it is only in the most exceptional circumstances that a school/children's centres would be in the position of having to handle information without parental knowledge. The reasons for not informing parents should be recorded in writing. If a teacher/staff member 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 Executive Head should always be informed before parents are contacted.
14. All staff and volunteers are expected to sign a confidentiality statement.

### **Volunteers in School and Children's Centres**

At Grovelands 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 Head of School. Students taking part in recognised qualifications & training will be advised of our confidentiality policy & required to respect it.

## Record Keeping

In the case of the school every child has a personal record with their contact details, Pathway Plans, medical information and settling in information. These records are kept in a locked cabinet and are only accessible to the child's key person or class teacher.

Each child in the Foundation Stage has their own portfolio and Learning Journey. These contain samples of work and observations and are kept at the setting.

Staff records and details are kept locked in the school office

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.

In the case of the children's centres, information on parents and children who register and attend services at the children's centre is recorded onto a secure database. Information on why we collect data and what we do with it can be found on the Data Leaflet available on the website or a copy can be seen at the centre. Individual children's records, where needed, are kept securely in a locked cabinet and are only accessible to the centre staff.

## Key Points

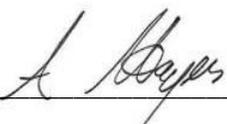
- Staff / volunteers will not discuss individual children, other than for the purposes of curriculum planning / group management, with people other than the parents, carers or key person of that child.
- Information given by parents / carers will not be passed on to other adults without permission.
-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

## Links to Other Policies

This policy should be read in conjunction with Child Protection/Safeguarding Policy

Reviewed by the Governing Body: October 2016

*Date of Next Review:* October 2018

Signed:  Head of School

Signed:  Executive Head

Signed:  Chair of Governors



**CONFIDENTIALITY STATEMENT**

Confidentiality, whether personal, financial or of any other category must be respected at all times.

Information on the personal history of all children will be kept securely. It will only be accessed when necessary and only then by authorised personnel, who will ensure that none of the information is revealed to any unauthorised third party.

To meet the needs of all the children in our care it is important to share information with parents and one another in order to support the child’s development. It may also be necessary, in some circumstances, for the School and Centre to seek help and advice from outside professionals. If this action is taken the parents’ permission will be obtained first.

All members of staff will agree to support and respect the School and Children Centre’s Confidentiality Policy and will sign a statement to indicate their agreement.

**Confidentiality Agreement:**

During the course of your work you will be privy to confidential information about staff members, children in our care and their families. You may need to discuss confidential issues with other staff members, or professionals from outside agencies, in order to effectively carry out your work. Any information and knowledge will be on a need to know basis and will be kept confidential.

At no time are you to disclose confidential information to any unauthorised third party, either verbally, by email or by the use of social internet networks.

Failure to comply with the Confidentiality Policy and this statement will result in disciplinary action.

Signed .....

Name (please print) .....

Date .....