

**LONG MEADOW SCHOOL**

# Confidentiality Policy



Policy adopted:	June 2010
Date of last review:	May 2017
Date of next review:	July 2020
Type of policy:	Non Statutory / MK Council
Frequency of review:	3 years
Governor committee:	Resources Committee

# Confidentiality Policy

## Introduction

'School should have a clear and explicit confidentiality policy which is advertised to pupils, staff, parents and visitors'.

DfEE Sex, and Relationship Education Guidance

Confidentiality includes the details of conversations, observations or written communications between individuals, organisations and other parties, which must be kept private. Confidentiality applies to the following:

- Medical Records
- Attendance data
- Telephone conversations
- Personal conversations
- All records, both paper and electronic

At Long Meadow School we expect everyone to observe our code of confidentiality. This means that all staff and visitors are expected to respect what they hear and see around school as confidential. Staff are often privy to information which is not on 'general release'. Visitors may overhear conversations which are not for public hearing.

We need to maintain confidentiality so that all members of the school community and visitors to the school can deal with the disclosure of information. This should respect privacy and avoid personal discomfort/embarrassment.

## Aims

One of the main aims of this policy is to define the need for confidentiality and to communicate this to all appropriate people when required. This policy is available to all interested parties from the school office.

- To create a climate of confidentiality which is open and easily understood by everyone
- To ensure that everyone in the school community can trust the boundaries of confidentiality operating in the school.
- To build trust to enable people to confide in appropriate members of staff.
- To minimise the numbers of situations in which confidences are broken.

## **Legal implications**

The school is legally obliged to follow the Data Protection Act and treat all data held at school appropriately and securely.

## **Organisation**

**Staff:** the school has a clear management system. Staff are required to pass on the appropriate information to the Deputy Headteacher or Headteacher. Information about disclosures from children will be referred to the headteacher. Staff who feel uncomfortable about any situation should approach the headteacher. Teachers or teaching assistant/ HLTA/ learning mentor must not disclose information about a child to any party except the carer/parent. Administrative staff must not give personal details to staff, Governors, parents or children.

**Other adults who work with children:** parents, students and visitors may be working alongside teachers for periods of time. They work with us in partnership and trust. If a concern arises they should talk to the teacher or if that is not appropriate to the headteacher.

**Other Agencies:** We invite other professionals into the school to work along side us with the children. They may come from SENDIS, Educational Psychology Service, Behaviour Support Service, Health agencies or Children's Services. All parties are expected to remain confidential about a child's history and progress and discuss it with appropriate personnel only. Paperwork remains confidential to those people involved in its creation.

**LEA:** the headteacher meets with officers and advisers from the LEA to discuss the progress and standards in the school. These meetings are confidential unless it is agreed that matters should be taken elsewhere.

**Children:** Children are encouraged to respect other children's feelings and comments. Children should seek a quiet time when they may approach a teacher or adult if they have any worries. Circle time and worry boxes are used as an ideal vehicle for promoting values and trust amongst children, giving them a forum to be heard in an atmosphere of confidentiality.

**Issues of Child Protection:** Children may disclose sensitive information to adults. No adult can promise to keep this secret, they are legally required to inform the Headteacher who must act upon this information. The child should be assured that the matter would only be disclosed to people who need to know about it. Please refer to the Child Protection policy and procedures.

**Parents:** Teachers are always approachable and will listen to any issues relating to the child. At times a discrete place may be required in a quieter venue.

## **Exceptions**

Courts can require attendance information  
Educational Welfare officer  
School paediatrician  
School nurse  
LEA (performance data)  
Social Services

## **Management and School Governors**

It is the responsibility of the school's management team to ensure that systems are in place so that confidentiality is maintained. All sensitive and confidential information is kept secure and not readily available. Any breaches of confidentiality will be reported to the Headteacher. Governors may be informed and staff may be subject to a disciplinary procedure. Appropriate action will be taken for disclosures by other parties/organisations.

## **Monitoring and Evaluation**

Monitoring and Evaluation of this policy will take place in accordance with our Monitoring and Evaluation Policy.

## **Other Policies**

Confidentiality is referred to in a range of other policies- Child Protection, Drugs, Performance management, SRE (Ground Rules) CRB, Confidentiality (Whistle blowing) and many MK personnel policies.

Sue Davies  
June 2010

Reviewed May 2013 SD  
Reviewed July 2017 DM + CB