
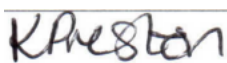




Policy/Procedure Name:	<b>CONFIDENTIALITY POLICY</b>		
Last Update:	<b>August 2024</b>	Next Update Due:	<b>January 2027</b>

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Signature of Authorised Individual	
Signature of the Director	

## Introduction

All schools are asked to keep information confidential. This can relate to a variety of issues including family matters, drug use or other dangerous or illegal activities. Confidentiality is a whole school issue therefore it is important that all school staff follow the same policy.

## Aims

- To maintain an ethos of trust within the school.
- To protect pupils at all times.
- To reassure pupils that their best interests will be maintained.
- To encourage pupils to talk to a trusted adult if they are having problems of any sort.
- To give clear guidance to all school staff about confidentiality.
- To give staff confidence to deal with sensitive issues.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that pupils and parents/carers are reassured that if confidentiality has to be broken they will be informed first and then supported appropriately.
- To ensure that if there are child protection issues then the correct procedure is followed.

## Process

- All information held in school is held to adhere to our GDPR policy.
- All information on individual pupils is private and is shared with staff confidentially.
- All social services, medical and personal information about a student is held in a safe and secure place which cannot be accessed by individuals other than school staff.
- Pupils and parents/cares are welcomed into school to discuss issues causing concern.
- The school has a member of staff as a Designated Safeguarding Person (DSP).



- Child protection procedures are understood by staff and training is undertaken at recommended intervals.
- All staff are aware of some confidential matters to support individuals. Staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers and pupils are working in classes, they do not discuss educational matters including behaviour issues outside the classroom.
- Information about pupils is shared with parents/carers about their child. Parents/carers do not have access to any other child's books, assessment information or progress at any time. Information about a child will be shared with a receiving school when a child changes school.
- Photographs of pupils are not used without parents/carers consent.
- Directors do not divulge details about individuals to any person outside of the school or official meetings.
- At Senior Leadership Team meetings matters such as student exclusion, personnel issues and personal details of any member of the school community are not for the knowledge of persons outside the meeting. Confidential minutes will be kept separately and are not published.
- Staff appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be held by the Principal and Head teacher.

### **In lessons:**

- Ground rules and distancing techniques are used where sensitive issues are being addressed.
- Staff will not put pressure on pupils to disclose personal information and will discourage fellow pupils from applying such pressure.

### **Personal disclosures:**

- If disclosures from pupils take place at an inappropriate place or time the member of staff will talk to the student concerned privately.
- The member of staff is encouraged to talk to a member of the DSL (Kim Preston) for advice on suitable actions.

### **Safeguarding and Information Sharing**

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and the UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk



- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- If a victim asks the school not to tell anyone about the sexual violence or sexual harassment:
  - There's no definitive answer, because even if a victim doesn't consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies
  - The DSL will have to balance the victim's wishes against their duty to protect the victim and other children
  - The DSL should consider that:
    - Parents or carers should normally be informed (unless this would put the victim at greater risk)
    - The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care
    - Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains
- Regarding anonymity, all staff will:
  - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
  - Do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment – for example, carefully considering which staff should know about the report, and any support for children involved
  - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the DSL (or deputy)

### **Equal opportunities:**

All pupils have the right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. However, staff may need to discuss an individual case with a class or group. See also inclusion and equality statements below. Permission to discuss an individual case with a class or group should be sought from parents/carers first.



### **Health professionals:**

Health professionals follow their own code of practice when dealing with confidentiality when working in a one-to-one situation. When working in a classroom they are bound by the relevant school policies.

### **Equality Statement**

At Willow Park School, we actively seek to encourage equity and equality through our teaching and our employment practices. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- age
- disability
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The use of stereotypes under any of the above headings will always be challenged.

### **Inclusion**

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for and of all children.