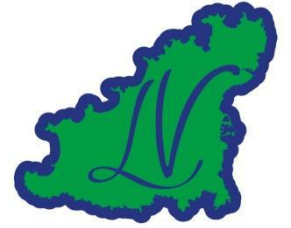




**Les Voies**



**School**

**Confidentiality Policy**

<b>Type of Policy</b>	<b>Les Voies</b>
<b>Version Number</b>	<b>1.7</b>
<b>Date Completed</b>	<b>July 2013</b>
<b>Review Period</b>	<b>18 months</b>
<b>Date for Review</b>	<b>March 2025</b>
<b>Signed by</b>	

**Links to other policies:**

## **Les Voies School Confidentiality Policy**

### **Aim**

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

### **Rationale**

At Les Voies School we wish to create an atmosphere where pupils feel able to speak to staff. In order to support staff, pupils, visitors and volunteers it is important to have a clear and explicit policy on confidentiality so that all parties involved are aware of the boundaries and legal frameworks to which they have to adhere. The school at all times puts the safety and welfare of the child first and any issue will be referred to the school's Designated Senior Person for Child Protection (DSP) if necessary. This policy is in effect for all situations inside and outside of the classroom.

Sharing information unnecessarily is an erosion of trust. The school is mindful that all stakeholders place it in a position of trust and there is a general expectation that a professional approach will be used in all matters of confidentiality.

### **Objectives**

1. To provide consistent messages in school about handling information concerning children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To reassure pupils that their best interests will be maintained.
5. To encourage children to talk to their parents and carers.
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all, including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by different code of conduct.
11. To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

### **Guidelines**

**Anything written about the day to day activities about students should be kept**

- All information about individual children is private and should only be shared with the staff involved with that child.
- All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff. Information collected for one purpose is not used for another. Information gained outside of school can be reported but not acted upon.
- The Headteacher is responsible for child protection; in addition the Behaviour and Attendance Lead and AHT in charge of The Pod and Le Viage and School Nurse all have child protection officer status. Regular training is provided for all staff.
- There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
- 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 child protection issue.
- Staffs are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- There is a clear guidance for procedures if a member of staff is accused of abuse or inappropriate conduct.
- Parents/carers and children need to be **aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.**
- Les Voies prides itself on good communication with parents/carers and staffs are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to their parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosures before going on to inform the correct authorities.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools under these categories but individual children should not be able to be identified.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other RPSHE session dealing with sensitive issues such as sex and relationship and drugs.
- School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further. Teachers are not to discuss incidents in class time and are to be aware of who is around them before they speak.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

- Photographs of children should not be used without parents/carers permission especially in the press and internet, this will be a part of the induction process.
- Information about children will be shared with parents, but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time, especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children including HSC records 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 should be shared on a need to know basis.
- Information regarding reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports will be held on the schools SLEUTH system.
- In all other notes, briefing sheets etc a child should not be able to be identified.
- Addresses and telephone numbers of staff, parents and children will not be passed on except in exceptional circumstances or to a receiving school.

### **Monitoring and Evaluation**

1. The policy will be reviewed as part of the schools monitoring cycle.
2. The RPSHE Scheme of work, Sex and Relationship policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.

### **Conclusion**

Les Voies School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.