



School Policy

Confidentiality

The Downley School is committed to the health and well-being of its pupils and feels that staff, parents and pupils must feel confident that any information entrusted is treated sensitively and only shared with the relevant personnel.

Confidentiality is central to establishing trust between parents, children and staff and in order to achieve this the school has produced a pamphlet entitled "Guidance on Issues of Confidentiality". A copy of this pamphlet is attached to this Policy. This Guidance has been prepared to assist staff, volunteer helpers, visitors and governors and to ensure that they are aware of the importance of confidentiality.

Key Principles

The key principles underpinning this Policy are:

- The Data Protection Act 1998 which provides a framework where data may be shared on a legal basis. Any requests by outside agencies for data require informed consent unless a child is likely to be at significant risk.
- Only the minimum information necessary is shared and only shared with whoever is deemed necessary.
- Safeguarding
- The amount of information shared must be in proportion to the needs and purposes of the person asking.
- Information must be accurately recorded and must be dated and signed.

Aims and Objectives

The aims and objectives of this Policy are:

- To promote, support and protect the privacy, dignity and rights of parents, pupils and staff.
- To command the support of parents, pupils and staff
- Comply with best practice
- Conform with the law
- Promote the care and welfare of pupils.
- Support the school in meeting the Every Child Matters outcomes of 'be healthy' and 'stay safe'.

Confidentiality Statement

No information will be shared with any outside agency unless there is prior consent or unless a child divulges information that leads the listener to believe that the child

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could be being abused. It must be made clear to the child disclosing any such information that complete confidentiality cannot be guaranteed if the failure to share that information would put them or another child at risk. They will be assured however that only the minimum of information will be shared and only to the people who need to know. Everything that needs to be done will be discussed with the child and support for them will be assured. All staff have a professional responsibility to share relevant information with the designated staff member for child protection (and only that person) if they suspect a child is experiencing welfare concerns.

The decision as to who that information will then be shared with will be made by the designated staff member.

General

Child protection records will be kept in the Headteacher's office, separate from the child's main file.

Pupils will be made aware of this Policy through the school council. A child friendly version will be available which will be held at the front office if any child should request it. A copy of that version forms the Appendix to this Policy.

The above confidentiality statement will be given to parents as their child starts school.

Continuing Professional Development

All staff will be updated on child protection (CP) issues every three years. This Policy will be highlighted during this time. This Policy will be given to new staff as part of their starter pack.

All staff will be trained to Level 1 Child Protection

Monitoring and Review

This policy will be reviewed in a cycle determined by the Governing Body.

Date of last review: November 2014

Date of next review: November 2015

Chair of P&P Committee: Sarah Medhurst

Date: 25th November 2014

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Appendix 1

CONFIDENTIALITY

We are here to listen not to tell

and

we will do our best to maintain any confidence you may tell us.

We may share information with other members of the staff to ensure the best care for you.

There are times when we will **have** to tell someone else what is happening if what you tell us leads us to believe that :

- your own or another's child's life could be in danger
- you or someone else is being abused
- you tell us about any criminal activity which puts people at risk.

BUT WE CAN PROMISE

We will discuss anything with you first and give you support
We will only share what information is necessary
Your information will only be shared with those who need to know.