



## Edale Rise Primary and Nursery School

### Confidentiality Policy

Our school puts the child at the heart of the learning process and aims to provide a safe and secure learning environment. We are committed to developing creative and positive ways for children's voices to be heard while recognising the responsibility to use, hold and safeguard information received.

The school is mindful that it is placed in a position of trust by all stakeholders and there is the expectation that a professional approach will be used in all matters of confidentiality.

#### Our aims:

- To provide consistent messages in school on handling information about children once it has been received.
- To foster an ethos of trust in school.
- To ensure that all staff, parents and pupils are aware of the content and procedures outlined in this policy.
- To reassure pupils that their best interests will be maintained.
- To ensure that in the event of a Safeguarding issue, the correct procedures are followed.

#### Guidelines:

- All information about individual children is private and is only shared with staff who need to know.
- Personal information about children is held in a safe and secure place in the School Office. These records cannot be accessed by individuals other than school staff.
- Sensitive information, eg, records of racist or bullying incidents or records of Social Care involvement, is kept locked in the Head Teacher's office. It may not be accessed by staff or other parties without the Head Teacher's permission

Reviewed by Governing Body: Summer 2016

Date of next review: Summer 2019

- The school actively promotes a positive ethos and respect for the individual:
  - a) The school has appointed 3 Senior Designated Persons for Safeguarding (the Head Teacher, the Deputy Head and Sarah Brittain).
  - b) There are clear procedures for handling Safeguarding incidents. The school's Safeguarding Policy contains further details. A programme of CPD for staff and Governors is in place.
  - c) There is clear guidance for procedures if a member of staff is accused of abuse.
  - d) Staff are aware that effective Sex and Relationships Education, which brings an understanding of what is and is not acceptable in a relationship, may lead to a disclosure of a Safeguarding incident.
  - e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
  - f) Any intolerance on the grounds of gender, faith, race, culture or sexuality is unacceptable and is dealt with in accordance with the school's Inclusion and Equality Policy.
- Parents/carers and children are made aware that the school cannot guarantee total confidentiality and the school has a duty to report Safeguarding issues.
- The school prides itself on good communication with parents and carers and staff are available to talk to children and parents/carers about issues that are causing concern. The school will discuss disclosures with parents before going on to inform the correct authorities. The exception to this is if the Senior Designated Person suspects that a child would be placed at further risk by such a conversation.
- All children have a right to the same level of confidentiality, irrespective of gender, race, religion, disability and special educational needs.
- Confidentiality is a whole school issue. Clear ground rules are set for classroom work such as Circle Time and other PHSE sessions dealing with sensitive issues such as sex, relationships and drugs.
- Permission to take photographs and video clips of children is obtained from parents at the point of admission. Parents may choose not to provide this permission - See Appendix 1
- Staff will only share information about their own children with parents.
- Governors must observe confidentiality when asked to do so, especially in relation to matters concerning individual staff, pupils or parents.

### **Monitoring and Evaluation:**

- The policy will be reviewed as part of the Governing Body's monitoring programme.
- The Head Teacher and Governing Body have the responsibility for monitoring this policy every three years.

## Appendix 1

### Edale Rise Primary and Nursery School Permission to Photograph and Video

We use photographs and video in this school for the following reasons:

- Staff use photographs and video to provide a record of children's learning. This material remains in school and is not passed on to any third party.
- Parents may request to take a video of a Christmas play or sporting event in school. We inform other parents that this is happening; please talk to your child's teacher if you do not wish your child to be photographed.
- The Press occasionally asks to come and photograph children for a newspaper article.
- We may ask for carefully selected photographs to be posted on our school website. Children's names will not appear with the photographs.

Please complete the form below and return it to the Office staff.

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Name of child:

Please tick as appropriate:

I give permission for staff at school to take photographs and take video clips of my child in the course of normal school activities

I give permission for other parents to take videos of events in school (with school's agreement)

I give permission for the Press to take my child's photograph

I give permission for the school to use photographs of my child on the school's website.

I do not wish my child to be photographed in school

Signed: \_\_\_\_\_ (person with parental responsibility)

Date: