

Gladstone Primary School

Confidentiality Policy 2010

This policy is relevant for all staff and pupils from the EYFS to Y6

*'We respect the privacy of children and their parents and carers, while ensuring that they access high quality school care and education.'*

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

To ensure that all those using and working in the school can do so with confidence, we respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction and the student handbook includes awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in the Safeguarding File (A confidential file kept locked in the Headteacher's office. This is shared with relevant staff on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a locked file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on training, when they are observing in the school, are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the school, which is to the safety and well-being of the child.

Safeguarding

Information about children and families and children may be shared on a 'needs to know' basis with other professionals. Further information on confidentiality is contained in our safeguarding policy.

The policy will be updated regularly.