

Confidentiality Policy

OBJECTIVES:

To foster an ethos of trust within the school.

To ensure that staff, governors, volunteers, students, parents and pupils are aware of the school's confidentiality policy and procedures.

To provide consistent messages in school about handling information about children once it has been received.

To ensure confidentiality is a whole school matter.

Staff are employed by the School, and all follow the School 'Code of Conduct' Policy.

We work hard for the children within our school, and we work hard trying to improve our practice as adults as well. We appreciate that we may on occasions not perform to our usual high standards, and on occasions things may go wrong.

It is imperative that you promote the positive ethos of the school and are non-judgemental or negative to the wider community. You have the responsibility to ensure you are fully supportive to all of the staff and the school as a whole.

Pupils

All Staff, Governors, and volunteers working in School are reminded of the importance of confidentiality over pupil details when they first enter the school. School records for pupils should contain commentaries on pupils that are objective assessments or details that are statements of fact. Parents have the right to see all records of their children. Staff are alerted to cases where there is restricted access to a pupil by a parent, relative, or partner/ex-partner. They are also informed when appropriate of children categorised as 'at risk'.

All Staff, Governors and Volunteers are required to safeguard the confidentiality of information they have on any pupil, whether it lies in school records, is relevant information passed on by other members of staff or any personal details disclosed by parents or children. There are clear guidelines set out in the School's Policies on the publication of children's images, contributions from pupils during lessons on Sex and Relationships and under the Child Protection Policy in cases of 'disclosure'.

School records for pupils may contain commentaries on pupils that are objective assessments or details that are statements of fact. These must remain confidential.

Contact telephone numbers or addresses should not be given out without first checking with the parent or members of staff concerned, with the exception of Officers of the Lincolnshire Children's Services or Lincolnshire Police acting in their official capacities.

School Staff/Volunteers

School Staff should be supported by volunteers in a positive way at all times. Abusive, negative attitudes or comments against staff will not be tolerated and legal action will be taken. We expect all of our staff to reciprocate good manners and positive attitudes to volunteers modelling appropriate school behaviour.

Online / Social Media use

All Staff and Governors working for the School are reminded of the confidentiality concerning the internet and social networking sites, and the importance of complete privacy of all School issues.

School will not tolerate negative comments online on the internet or social media regarding the school or individual staff members/children or parents. Staff need to be aware of private social groups online. It is important to trust the individuals in your private chat – Staff and Governors take responsibility that if information from a 'private chat' becomes public knowledge, this will be deemed as inappropriate use, and action will be taken by the school.

Disciplinary Action by the school may take place concerning the above regarding negative comments/posts if the school/staff/children/parents are named or implied within online/social media comments.

All Staff, Governors and volunteers working in the School are reminded of the importance of complete privacy of all School issues including the Internet and Social Networking sites and with immediate friends and family.

I agree with the above Policy and have read the staff Code of Conduct Policy.

Name: _____ Signed: _____ Date: _____