

# Tas Valley Church Schools Federation

## Confidentiality Policy



<b>Formally adopted by the Governing Board of:-</b>	<b>Tas Valley Federation</b>
<b>On:-</b>	
<b>Chair of Governors:-</b>	<b>Diane Perry-Yates</b>
<b>Last updated:-</b>	

## Confidentiality Policy

<b>Name of school:</b>	Tas Valley Federation
<b>Date of Policy:</b>	Summer 2024
<b>Review of Policy:</b>	Summer 2027
<b>Members of staff Responsible:</b>	Senior Leadership Team

### 1 Introduction

- 1.1 All stakeholders place the Federation and its staff in a position of trust and there is a general expectation that a professional approach will be used in all matters of confidentiality. Sharing information unnecessarily is an erosion of trust.
- 1.2 We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.
- 1.3 All persons have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. The Federation continues to actively promote a positive ethos and respect for the individual.

### 2 Aims and Objectives

- 2.1 The aims of this policy are:
  - To ensure that children are provided with a high standard of education and a safe and secure environment in which to grow and learn, whilst respecting the privacy of those children, their families and Federation staff;
  - To ensure that all families can share their information in the knowledge that it will only be used for the welfare and safety of their children;
  - To support staff in their work by having clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the Federation;
  - To ensure that all stakeholders are aware of Federation policy for confidentiality.

### 3. Confidentiality in Practice

- 3.1 Parents/carers are able to have access to information about their own children, but do not have access to information about other children. Where appropriate, parents/carers should follow the Subject Access Request Procedure to request documentary data about a subject (e.g. child or parent).

- 3.2 Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects the school's ability to meet that child's needs.
- 3.3 Children are made aware of what will happen to any information they give to staff, namely that some information can remain confidential, while some has to be shared with other adults.
- 3.4 Pupils and parents/carers are made aware that school staff cannot offer unconditional confidentiality.
- 3.5 Staff will talk to children and families at an appropriate time and place.
- 3.6 Staff, student and governor induction includes an awareness of the importance of confidentiality.
- 3.7 Staff are supported by the Designated Safeguarding Leads, and if necessary by the Local Authority Education Welfare officers, when dealing with difficult situations.
- 3.9 Regular training (at least annually) is given with regards to dealing with a disclosure from a child, as detailed in the Federation's Safeguarding and Child Protection Policy.
- 3.10 Safeguarding and Child Protection records are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- 3.11 Personal information about children, families and staff is kept securely, whilst remaining as accessible as is necessary.
- 3.12 Issues relating to the employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions.
- 3.13 Photographs of children will not be used without the permission of parents/carers. At no time will a child's full name be used with a photograph so that they can be identified. Wherever possible, a child's full name will not be used within school (e.g. on displays, website, newsletter).
- 3.14 Parents should be aware that information about their child will be shared with the receiving school as part of the transition process.
- 3.15 Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and governors must observe complete confidentiality in relation to such matters.

3.16 The Headteacher conducts regular meetings with the Data Protection Officer, who is providing support to the school in improving practices in line with the General Data Protection Regulation (2019).

#### 4 Associated Policies

4.1 The policy should be read in conjunction with the following school policies and procedures:

- Single Equality Policy and Accessibility Action Plan
- Administration of Medicines Policy
- Anti-Bullying Policy
- Attendance Policy
- Capability Policy
- Clear Desk Policy
- Staff Code of Conduct (including Acceptable Use for Staff)
- Behaviour Policy
- Complaints Procedure
- Data Protection Policy
- DBS Policy
- Computing and E-Safety Policy (including Acceptable Use for Pupils)
- SEND Information Report
- Looked After Children Policy
- Safeguarding & Child Protection Policy
- Whistle-blowing Policy
- Exclusions Policy
- Records Management Policy
- Freedom of Information Policy
- Homework Policy
- Intimate Care Policy
- Medical Needs Policy
- Marking, Feedback and Assessment Policy
- Recruitment and Selection Policy
- Website Policy
- Finance Policy
- Pay Policy
- Disciplinary Procedure
- Bad Debt Policy
- Grievance Procedure
- Disability Equality Policy
- Race Equality Policy
- Gender Equality Policy

#### 5 Monitoring and review

5.1 Parents / carers can request a copy of this policy from the school office.

5.2 This policy will be kept under regular review and its effectiveness monitored.

5.3 The policy will be reviewed every three years.