

YPS Confidentiality Policy

Aim

To ensure clear guidance on the rules of confidentiality in the school for pupils, staff, parents/carers and visitors

To recognise that confidentiality is a whole school issue applying to all staff, parents/carers and visitors

Guidelines

London Child Protection Procedures must be followed if any of your work with pupils and young people leads to a disclosure which makes you suspect that a child is a victim of abuse or is at risk of abuse or neglect.

The school's Designated Child Protection Officer or Headteacher will share with parents any child protection disclosure before going on to inform the correct authorities.

All social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than key members of staff.

All information about individual children is private and should only be shared with those staff that have a need to know. Information must not be shared with anyone else other than the child's parent.

Parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

When visitors or health professionals are used to help deliver aspects of the curriculum, they must also follow the school's confidentiality policy. However, in a one-to-one situation with individual pupils they are bound by their own professional codes of conduct.

Staff must not put pressure on pupils to disclose personal information and should discourage fellow pupils from applying any such pressure.

Members of the school staff are always available to talk to both children and parents/carers about issues that are causing concern. Major concerns should be handled by senior members of staff. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children will not be able to be identified. Photographs of children are not used without parents/carers permission especially in the press and internet. At no time will the child's name be used with a photograph so that they can be identified.

Information about children will be shared with parents only about their child. Parents will not have access to any other child's books, marks and progress grades at any time especially at parents' evening. The exception to this is the Reading Record Book where our policy of all infant age pupils reading to an adult each day necessitates the use of parent helpers. Parents are made aware that information about their child will be shared with the receiving school when they change school.

Business in Governors' meetings relating to individual pupils or staff must be confidential at all times.

Whistle Blowing

'Whistle blowing' means the confidential raising of problems or concerns within an organisation.

School staff have a duty to report malpractice and wrongdoing, which includes the following:

- Any unlawful act, whether criminal or a breach of civil law
- Maladministration, as defined by the Local Government Ombudsman
- Breach of any statutory Code of Practice
- Breach of, or failure to implement or comply with Financial Regulations or Standing Orders
- Any failure to comply with appropriate professional standards
- Fraud, corruption or dishonesty
- Actions which are likely to cause physical danger to any person, or to give rise to a risk of significant damage to property
- Loss of income to the school
- Abuse of power, or the use of the school's powers and authority for any unauthorised or ulterior purpose
- Discrimination in employment or the provision of education
- Any other matter you consider you cannot raise by any other procedure

A member of staff must confidentially raise any such concerns to a more senior member of staff than the person considered to be possibly acting wrongly. In the case of the Headteacher the contact should be the Chair of Governors. The person receiving the information must treat the concern seriously. Investigate in the appropriate manner or pass the concern onto the Headteacher.

Further expectations with respect to confidentiality

Confidentiality means that details about other people should only be disclosed on a need to know basis. Information about individual children, parents and staff is private and can only be shared with staff that have a need to know. Information must not be shared with anyone other than staff and appropriate outside professionals. Where there is any doubt consult a member of the Leadership Team.

Knowledge of an issue involving another member of staff must not be shared with other staff or be the focus of gossip.

We should not discuss personal information given by parents, volunteers, pupils or staff with anyone unless it is vital that the information is passed on for safety reasons.

Personal feelings about pupils or staff must not be allowed to adversely affect professional relationships at work.

Please note that breaches of the Confidentiality Policy are considered misconduct may lead to disciplinary action.