



## THE MOSLEY ACADEMY CONFIDENTIALITY POLICY

This confidentiality policy impacts upon every other school policy and should be read in conjunction with:

- Child Protection Policy
- E Safety Policy
- Social Networking Policy & Guidelines

### **Aims**

The overall aim of this policy is to protect the child at all times and to provide clear guidance to all members of the Academy community around confidentiality. This will ensure good practice throughout the Academy which is understood by pupils, staff, parents/carers, students and volunteers. More specifically, this policy aims to:

- Provide consistent messages in our Academy about handling information about children once it has been received;
- Foster an ethos of trust within the Academy;
- Ensure that staff, parents and pupils are aware of the Academy's confidentiality, policy and procedures.
- Reassure pupils that their best interests will be maintained;
- Encourage children to talk to their parents/carers;
- Ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality;
- Ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs;
- Ensure that, in relations to child protection issues, correct procedure is followed;
- Ensure that confidentiality is a whole school issue and that lessons ground rules are set for the protection of all;
- Indicate that health professionals are bound by different code of conduct;
- Ensure that parents have a right to access to any records the Academy may hold on their child, but not any other child for whom they do not have parental responsibility.

### **Introduction**

The Mosley Academy seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It is 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.

Sharing information unnecessarily is an erosion of trust. The Academy is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

### **Key Guidelines**

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All Child Protection information is kept securely in the Headteacher's Office and only accessed by designated staff. The Academy has appointed designated teachers for child protection and receive regular training. At The Mosley Academy these members of staff are the Headteacher and the Deputy Headteacher. There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
3. There is clear guidance for procedures if a member of staff is accused of abuse.
4. Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
5. Parents/carers and children need to be aware that the Academy cannot guarantee total confidentiality and the Academy has a duty to report child protection issues. Parents/carers and children should be aware that in exceptional circumstances confidentiality will be broken.
6. The Academy prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The Academy 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.
7. 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 should not be able to be identified.
8. Confidentiality is a whole school issue. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
9. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and class information should be accessible to staff who need that information but not on general view to other parents/carers and children.
10. Photographs of children should not be used without parents/carers permission especially in the press and internet. At no time should the child's name be used with a photograph so that they can be identified. The Academy gives guidance to parents about use of cameras and videos during public school events.

11. A child's personal details must not be divulged over the telephone until the validity of the request has been ascertained via a returned call.
12. Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time, especially at parents evening. However, parents should be aware that information about their child will be shared with the receiving school when they change school.
13. An individual child's behaviour should not be discussed in the presence of another child. Staff know that they should not enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.
14. All personal information about children including social services records should be regarded as confidential. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
15. All staff (whether teaching or support staff), students and volunteers are expected to adhere to the principle that school matters remain confidential out of and beyond school. All should avoid discussing school matters with anyone not directly involved, especially where that issue relates to individual pupils, parents, Governors or Staff or broader issues that have not yet become public knowledge.
16. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Any papers should be marked as confidential and should be returned to the Clerk after the meeting and destroyed. Governors must observe complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes of otherwise, the discussions on which decisions are based should be regarded as confidential and Governors should exercise the highest degree of prudence when discussion of a potentially contentious issue arises outside the governing body.

### **Dissemination of the Policy**

All staff members, parents/carers, governors, students and voluntary helpers will be made aware and have access to a copy of this policy. A copy is available to view at the Academy School Office and on the Academy's website.

### **Monitoring and Evaluation**

The policy will be reviewed as part of the Academy's monitoring cycle.

Policy Date: May 2013

Date of Review: May 2015