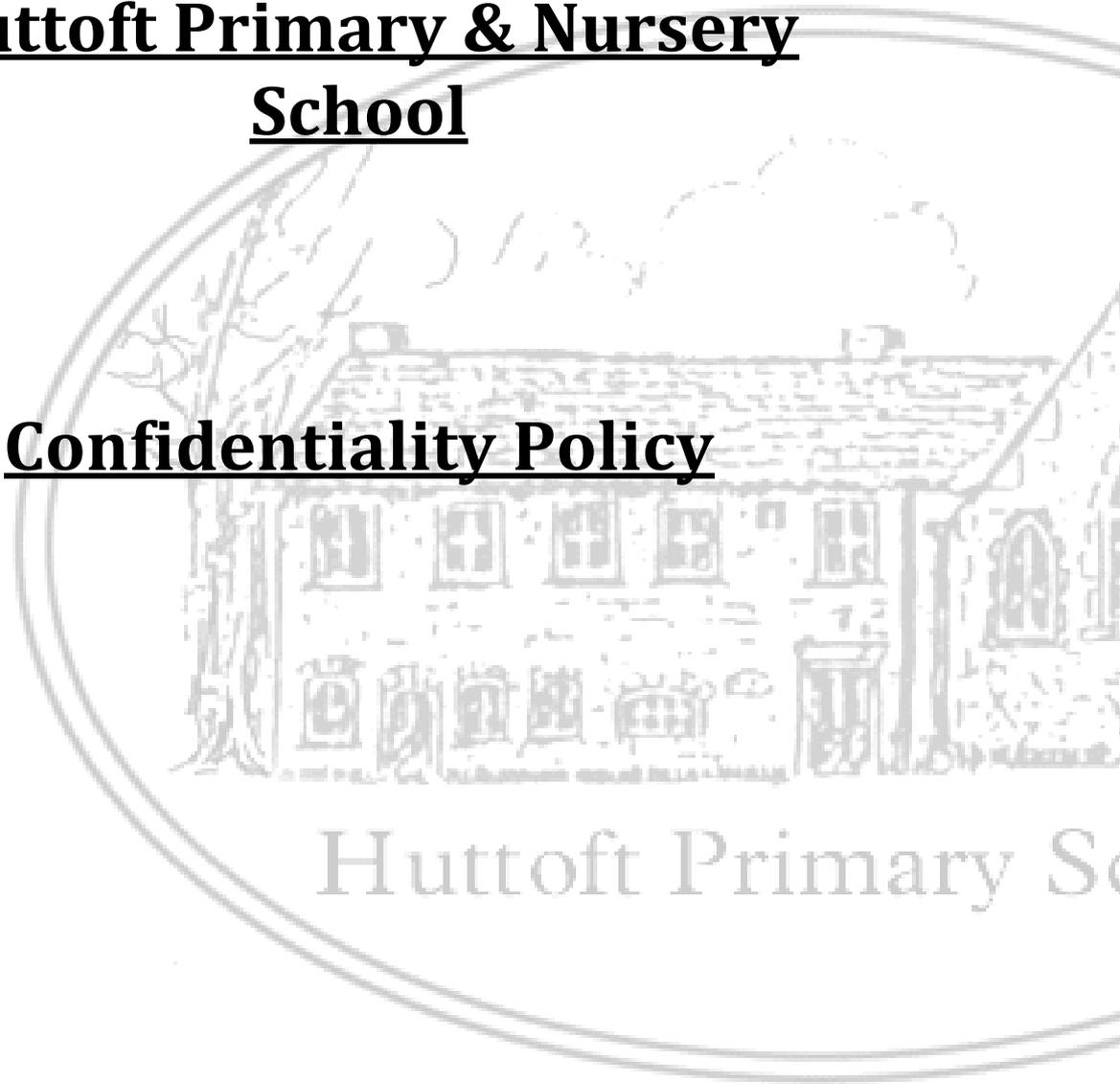


Huttoft Primary & Nursery School

Confidentiality Policy



Huttoft Primary & Nursery School (Academy)

'Building Foundations, Enabling Discovery, Broadening Horizons'

Policy Statement

We respect everyone's right to privacy and extreme care is taken over decisions to break confidentiality. Everyone in the school is expected to work within the guidelines of this policy.

Legal Requirements

The Human Rights Act 1998, General Data Protection Regulation (GDPR) and the Data Protection Act, 2018, Freedom of Information Act, 2000 and the Children's Act 2004 afford members of the school community rights and responsibilities concerning confidentiality.

Aims of the Policy

- To provide clear guidance to all members of the school community on confidentiality
- To encourage children to talk to a trusted adult if they are having problems
- To ensure all adults working in school deal appropriately with sensitive issues
- Protect personal data of children, parents and staff

The Confidentiality Policy will impact upon many other school policies.

Our School Values and Purpose Statement

The framework within which confidentiality is addressed is in keeping with the overarching values and ethos of the school and will be evident in:

- Our curriculum
- Teaching methods
- Relationships within the school
- Our school policies

Equal Opportunities Statement

Huttoft Primary School is committed to equal opportunities in all aspects of school life for all pupils.

Personal Disclosures

We can never offer complete confidentiality because if we suspect anyone may be at risk from harm we may need to pass information on. Any disclosures of harm, neglect or sexual activity will be a Child Protection issue and Child Protection procedures must be followed ([see separate policy for Child Protection and Safeguarding](#)).

Any action that is taken as a result of a disclosure will always have considered the best interest of the child. Issues should in the first instance be reported to the Headteacher

who will decide what action is required and who should be informed.

Children need to be told where confidentiality has to be broken for the child's safety and well-being. In such circumstances the child will be informed when information has been passed on and to whom. Reassurance and support will be given.

Confidentiality in the Classroom

Adults working in school should be alert to the need for confidentiality and ensure activities and discussions do not put pressure on pupils to share personal or sensitive information that they may find uncomfortable. Ground rules need to be established in classrooms so children understand that issues discussed in PSHE for example, stay within the classroom and should not be gossiped about elsewhere. Pupils need to be aware that sometimes information may need to be shared with other adults in the school for their protection.

Arrangements for adults helping in school (other than employed staff) are in place to ensure confidentiality is maintained. Specific guidance is issued to parent helpers and students on teaching placement or work experience.

Staff will act responsibly and avoid discussing children or children's circumstances within earshot of other parties. Discussions about the personal situations of staff, pupils and parents are discouraged and should never be within earshot of children.

Data Protection and Information held about Children

Personal information about children, families and staff is kept securely within the school office or locked filing systems in the upstairs office and is regarded as confidential. The Headteacher will decide who will have access to information and the extent of information disclosed.

Parents and carers have access to their child's records but do not have access to other children's work or grades at any time. Legal entitlements to accessing data and records held apply.

Parents/carers can request an SAR (Subject Access Request) form to see what personal information is held on them and the child. We do not have to grant this request.

All e-mails should be deleted after 3 months – this is regarded as a 'best practice' activity.

Pupil Assessment data may be held securely on the school network and is only accessible to staff. Staff have a school-owned encrypted memory stick for storing information and data.

Dissemination and Review

- All staff and governors are alerted to this policy as part of our Induction Programmes. Other adults helping regularly in school or attending as part of a work/college placement are provided with an Information Sheet which includes reference to this policy.
- Privacy Notices for all parties involved in the school are located on our website under 'Policies'.

- Our CCTV system is labelled for public information by the adjacent notices.
- As the school introduces new systems, the DPO (Data Protection Officer) will provide clear direction on when, where and on what teachers/office staff can access. This includes the School's Management Information System.
- All staff receive ongoing training to develop knowledge and understanding of what constitutes a breach of data.
- In the event of a breach, they will report it to the DPO, who will take appropriate advice/action from the ICO within 72 hours.

