



St Bonaventure's Catholic Primary School
Egerton Road,
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Confidentiality Policy

Policy Owner	Headteacher
Governing Body Committee	MECP
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This policy is available at <http://www.st-bonaventures.bristol.sch.uk/>

Version History

Version	Date	Page	Description of Change	Origin of Change
1	21/06/13	All	New Updated Version	Niki Hawke
2	29/09/15	All	No change	Marie Harkin



ST BONAVENTURE'S CATHOLIC PRIMARY SCHOOL

CONFIDENTIALITY POLICY

Rationale

St Bonaventure's Catholic Primary School seeks to put the pupil 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 pupil's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. The School is aware that it is placed in a position of trust by all stakeholders and all matters of confidentiality are dealt with in a professional manner.

Aims

To protect the child at all times and to give all staff and governors unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers, governors and staff

Objectives

- To provide consistent messages in school about handling information about children, once it has been received
- To foster an ethos of trust within the school
- To ensure that staff, parents and pupils are aware of the School's confidentiality policy and procedures but also know that the school staff cannot offer unconditional confidentiality
- To reassure pupils that their best interests will be maintained unconditional of confidentiality
- To encourage pupils to talk to their parents and carers
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs
- To ensure that if there are child protection issues then the correct procedure is followed
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all
- To ensure that parents have a right of access to any records the School may hold on their child but not to any other child for whom they do not have parental responsibility

Action

- All information about individual pupils is private and should only be shared with those staff who need to know
- All social services, medical and personal information about a pupil is held in the School's Office and cannot be accessed by individuals other than School staff. All of this information is regarded as confidential
- There is a designated Child Protection Officer (Lucille Charles) who receives regular training and clear guidance for the handling of child protection issues

- Staff are aware through our policy that effective sex and relationship education which brings an understanding of what is and what is not acceptable in a relationship, can lead to disclosure of a child protection issue
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner. Any intolerance of faith, race, culture, gender or sexuality is unacceptable and should follow the School's Equality Policy
- All staff understand that information collected for one purpose should not be used for another
- Parents/carers and pupils are made aware that the School cannot guarantee total confidentiality and that it has a duty to report child protection issues
- The School prides itself on good communication with parents and carers and staff are always available to talk to both pupils and parents/carers about issues which are causing concern. It will also share with parents/carers any child protection disclosure before going on to inform the correct authorities. Parents/carers and pupils should feel reassured that only in exceptional circumstances confidentiality will be broken
- All pupils have a right to the same level of confidentiality irrespective of gender, race, religion, their medical concerns or special educational needs. Much data is generated in schools by these categories but individual pupils should not be identified
- Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PSHME sessions dealing with sensitive issues such as drugs, sex and relationships. (Strategies are in place for dealing with sensitive information which may fall in child protection)
- All staff are aware of pupils with medical needs and the class information sheet is accessible to staff who need that information but not on general view to other parents/carers and pupils. This information is kept in the medical room
- Photographs of pupils are not used without parents/carers permission (this includes the press and internet and the School gives clear guidance to parents/carers about the use of cameras and videos during public school events)
- Information about pupils is shared with parents/carers but only about their child. They do not have access to any other pupil's books, marks and grades. However parent/carers are informed that information about their child will be shared with the receiving school when they change schools

Governors are aware that on occasions issues are discussed or brought to their attention about staff and pupils. Although decisions reached at governors' meetings are made public through the minutes, the discussions on which decisions are based are regarded as confidential. Indeed some matters are determined as 'confidential' and the minutes of these points are not included in those made public other than as 'a confidential matter was discussed'. Governors are also aware of the need for confidentiality when discussions of potentially contentious issues arise outside the governing body.

Monitoring and Evaluation

This document should be read in conjunction with the following policies:-

- Safeguarding & Child Protection
- Personal, Social, Health Education and Citizenship
- Equality
- Religious Education
- Behaviour

The above documents will identify where aspects of this policy can be delivered.