

Cracoe and Rylstone VC Primary School



RATIONALE:

The school's work with children and families will sometimes bring us into contact with confidential information. At all times, we seek to provide a safe and secure learning environment, implementing the principles of the Every Child Matters Agenda.

AIMS:

- To protect the child at all times
- To provide consistent messages in school about handling information on children
- To give all staff involved clear, unambiguous guidance as to their legal and professional roles
- To ensure good practice throughout the school, which is understood by pupils, parents and staff
- To ensure that parents have a right of access to any records the school may hold on their child but not to those of any other child they do not have parental responsibility for
- To foster an ethos of trust within the school.

GUIDELINES:

- All information about individual children is private and should only be shared with those staff that need to know.
- All social services, medical and personal information about a child will be held in a safe and secure place which cannot be accessed by individuals other than designated school staff.
- The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parent/carers about issues causing concern.
- Parents/Carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and educational issues.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and PSHCE sessions. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/children.
- Information about children will be shared with parents but only about their child.
- Parents should not have access to any other child's books, teacher comments, reports and progress grades at any time.
- On the school website, photographs of children will not include their individual names.
- Confidentiality is also protected on the website by its own disclaimer and privacy policy, which are fully endorsed by the LA.
- Use of cameras/video in school is restricted to taking photographs on school cameras or video equipment for assessment, curriculum and general school purposes. The Headteacher monitors storage and use of photographs and other recordings in school.
- Parental consent is sought annually for photograph use. Photographs and video/sound recording by parents of school events are allowed, provided that the material taken is only for home (family memorabilia) use. Parents are asked to sign a privacy declaration which states this.

- Mobile phones are not allowed in class, apart from as a security measure carried by staff for emergency use only when off the main school site, either in the Village Hall (following procedure agreed by our Local Authority Health & Safety Advisor, Dale Barton), or during study visits.
- Anyone using the internet, particularly social networking sites e.g Facebook, should ensure that any reference to school or the children would be viewed as warranting disciplinary action.
- Parents should be aware that information about their child will be shared with the receiving school when they change schools.
- Addresses, contact numbers and e-mail address details will not be passed on except in exceptional circumstances or to a receiving school.
- Unwanted documents which may contain contact details, personal information or progress records about any pupils or school staff must be stored and disposed of securely (only via shredding) with reference to the Local Authority and national Data Protection guidelines – see our DATA PROTECTION POLICY

All documents which contain contact and personal details, including staff HR files, Performance Management files and the Single Central Record (DBS clearances and employment records) will be held securely in school, only accessible to senior and admin staff when required - see our DATA PROTECTION POLICY

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