



**SCHOLARS ACADEMY TRUST**

*Fulfilling every child's potential*

## Confidentiality Policy

Reviewed September 2022

Next review September 2024

Signed:  .....

Chair of the Trust

Date September 22

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## Confidentiality Policy

### Rationale

Scholars Trust is committed to the provision of a safe and secure learning environment for every child and respects every individual's and family's right to privacy whilst ensuring that we offer high quality care and education. All of our staff and visitors are expected to work within the guidelines of this policy.

We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a need to know basis
- Not discussing personal information relating to any of our stakeholders (i.e. those who are connected with our school) in a general way or where it may be overheard
- Keeping all personal records confidential
- Using teachings methods which protect confidentiality

### Objectives

Through the implementation of our Confidentiality Policy, we will ensure that:

- Stakeholders are protected at all times.
- All staff and visitors have clear, unambiguous guidance as to their legal and professional roles.
- Good practice is shared throughout our school and understood by all stakeholders.

We will achieve our objectives through:

- Issuing clearly defined procedures.
- Providing consistent messages in school relating to handling information, once it has been received, providing training where necessary.
- Fostering an ethos of trust within our school.
- Publishing our Confidentiality Policy.

### Procedures:

- All information about individual stakeholders, however obtained (e.g. from personal records/through observation/through meetings/through situations that arise during class, playtime or outside school), is private and will only be shared with those who have a need to know. Information, which relates to any individual stakeholder or brings our school into disrepute will never be posted or shared online, through any means including all areas of social media. Staff, regular visitors and volunteers understand that this is a requirement during and after their time at our school and confirm this through signing a statement of confidentiality (*Appendix 1*).
- Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

- All social services, medical and personal information will be held in a safe and secure place, which cannot be accessed by individuals other than nominated school staff. It will be considered whether the staff concerned have access to all, or only some, of the information.
- Personal information such as social services reports, speech therapy, medical reports, SEN reports, minutes of meetings etc. will be circulated, where necessary, in sealed envelopes and once read will be returned to the appropriate person for secure filing.
- Correspondence to parents/carers relating to social services, medical and personal information will be handed directly to the parent/carer, not via book bags.
- Confidentiality will be maintained when distributing class information.
- Logs of administration of medication to children will be kept secure and each child will have their own individual log.
- Appointed safeguarding leads i.e. designated senior lead (DSL) receive regular training. Safeguarding procedures are understood by all staff and training is undertaken regularly. Adults are aware of the procedures relating to allegations against a member of staff.
- Staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues and may, in some cases, support children to talk to their parents/carers.
- Parents/carers and children will be made aware that our school cannot guarantee total confidentiality and we have a duty to report safeguarding issues. Any safeguarding disclosure will be shared with parents/carers before we inform the correct authorities unless we believe that this puts the child at greater risk.
- Data generated by our school will be anonymised where necessary to ensure confidentiality. Information collected for one purpose will not be used for another.
- Where staff need to take personal data off-site, this will be stored on encrypted USB sticks.
- Photographs or video of children will not be used without parents/carers permission and our policy on the use of images of children will be adhered to at all times.
- We ensure that parents/carers have a right of access to any records the school may hold on their child, within legislative requirements. Parents/carers

will not have access to any other child's books, marks and progress grades at any time. Parents/carers will be made aware that information about their child will be shared with the receiving school when they change school.

- Only those identified on our management information system (SIMS) as having parental responsibility will be contacted in relation to their child. Should there be any concerns, this will be referred to the DSP before a parent/carer is contacted.
- Members, Trustees and Governors will be mindful that from time to time issues are discussed, or will be brought to their attention, about staff and children. All papers will be marked as confidential and copied onto different coloured paper. These confidential papers will be destroyed after meetings. Trustees and Governors will observe complete confidentiality when asked to do so by the Trust or Governing Body, especially in relation to matters concerning individual staff, pupils or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based will be regarded as confidential. Trustees and Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside Trust Board or Governing Body meetings.
- Multi agency professionals have their own code of practice dealing with confidentiality.
- All requests for information (about our school or stakeholders) by an outside agency or the media will not be commented on by the person to whom the request was made, but will be referred immediately to the Headteachers of the school.

All staff to sign documents annually.

## Appendix

### Scholars Trust

#### Statement of Confidentiality

All members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

**I have read and understood the Confidentiality Policy and agree to adhere to this in my role within the Trust, this will be during my time working within the Trust and after I have left.**

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders which cannot be divulged

I agree to only, discuss information relating to Scholars Trust and its stakeholders on a "need to know" basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the Trust or any school within the Trust into disrepute.

I agree to refer all requests for information by an outside agency or the media to the Headteacher of the school I work within

Signed: .....

Date: .....

Name (please print): .....

Role in school: .....