

# Purbrook



**Infant School**

Confidentiality Policy

Purbrook Infant School seeks to put the child at the heart of the learning process, to provide a safe and secure learning environment, and to address any issues which may arise relating to confidentiality.

The school is mindful that it is placed in a position of trust by all stakeholders and expects that a professional approach will be taken by all staff in matters of confidentiality.

As part of our aim to ensure a safe and secure learning environment this policy ensures that all staff are aware of the need to maintain confidentiality in relation to all children (except in circumstances where there is a child protection issue).

### **Aim**

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

### **Objectives**

- To provide consistent messages throughout the school about handling all information about children.
- To foster an ethos of trust in relationships within the school community.
- To ensure that all staff, parents and pupils are aware of the school's confidentiality policy and procedures.
- To ensure that pupils' best interests are always the primary consideration.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality. (See Child Protection Policy)
- To ensure that there is equality of provision and access for all, considering culture, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed by all staff in reporting the concern to the Designated Safeguarding Leads. (HT/AHT/SEND/CO)
- To ensure that confidentiality is a whole school issue and that, during lessons, (Circle times and PSHE) ground rules are set for the protection of all.
- To understand that health professionals are bound by a different code of conduct.
- To ensure that parents understand that they have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.
- The school works with a range of outside agencies and shares information on a professional basis. The care and safety of the individual is the key issue behind the sharing of any information.

### **Other Relevant Policies**

Anti Bullying Policy

Child Protection/Safeguarding Policy

Health and Safety Policy

PSHE Policy

SEND Policy

Sex and Relationships Policy

Complaints Policy