



ROSSINGTON TORNEDALE INFANT SCHOOL CONFIDENTIALITY POLICY

Date policy ratified:	Feb 2020			
Date for next review:	Feb 2023			
Signed by Chair of Governors:	<i>J Parcell</i>			
Signed by Headteacher:	<i>Lisa Almunshi</i>			

All employees at the school and all voluntary helpers are required to respect confidentiality in all matters, and especially with all aspects of pupil confidentiality.

The school is covered by the general data protection regulations 2018.

Rationale

We aim to provide emotional and physical protection and welfare for the children in our school. In order to do this the adults working in our school must be clear about their roles and responsibilities in developing and sustaining trusting relationships with our children. They should also be sure of the need for maintaining confidentiality and the circumstances in which an apparent breach of confidentiality is justified.

The role of adults working in our school

All adults working in our school must remember that many things said and done by our children, which raises concerns, often have innocent explanations.

We will reassure our children that although we cannot offer them unconditional confidentiality, we always maintain their best interest.

- All adults working in our school will implement the Child Protection policy.
- All adults working in our school will encourage children to talk with their parents/carers.
- Anything that adults working in our school see or hear while in school should remain confidential to the school.
- If an adult who is working in school has concerns about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure then that adult should discuss their concerns with a member of staff who has a greater knowledge of the child, at an appropriate place and time.
- Any concerns should be discussed at an appropriate place and time with the designated teacher for child protection, the Head teacher, or in her absence the Deputy.
- When talking about amusing incidents, which have happened in school, we must avoid using names or any details, which allow anyone else to identify those involved in the incident.

- If a parent/carer makes a disclosure in conversation with any adults working in our school, the adult should remember to keep this confidential. If the disclosure raises concerns about the welfare of the child then these concerns should be discussed with the designated teacher for child protection at an appropriate place and time.
- Any photographs taken of any of our pupils will not be published without first obtaining consent from each child's parent or carers.
- The school, staff and children should not be referred to by name on social media websites.
- When a telephone caller requests details of a child's personal circumstances we will always, in the first instances, ask for the callers telephone number, without fulfilling the request. Once we have ascertained the validity of the request we will return the call.
- Security of the school is paramount. You must not allow access to school of anyone you have not verified with a member of school staff. You must not give out the code to school access key pads to anyone who is not employed by the school without the permission of the head teacher.
- You must ensure that the access code to school key pads is kept confidential. Report any breach to the head teacher.

Confidentiality and Information Disclosure

You must conform to the requirements of GDPR 2018 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of your actions. This includes information relating to school business and pupil data. You must not disclose personal or financial information about any other member of staff to any unauthorised person, external organisation or agency without the express consent of the individual concerned or that of the Head teacher. You must not use information obtained in the course of your duties to the detriment of the school or for personal gain or benefit; nor should you impart this information to others who might use it in such a way. Confidential information belonging to Tonedale Infant School must not be disclosed to any person not authorised to receive it.

The head teacher will make this policy available to any adult working in our school so that they can assist in its implementation.