



# Saxon Wood School

## Confidentiality Policy

Date revised: July 2023
Headteacher: Jakki Alexander
Chair of Governors: Alan Rowden
Date for review: July 2024 (or sooner if required)

### Rationale

Confidentiality within a school setting is crucial. We aim to protect all pupils at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities.

Sharing information inappropriately or unnecessarily is an erosion of trust. We are mindful that staff are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

We put every child at the heart of the learning process and provide a safe and secure learning environment.

### Aims

- To maintain an ethos of trust within the school.
- To protect pupils at all times.
- To reassure pupils that their best interests will be maintained.
- To encourage pupils, where relevant, to talk or communicate using a method appropriate to them to a trusted adult if they are having problems of any sort.
- To give clear guidance to all school staff about confidentiality.
- To give staff confidence to deal with sensitive issues.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed. All information held in school is held to adhere to our GDPR policy.



## Guidelines

- All information on individual students is private and is shared with staff confidentially.
- All social services, medical and personal information about a student is held in a safe and secure place which cannot be accessed by individuals other than key members of staff.
- Pupils and parents/carers are welcomed into school to discuss issues causing concern.
- The school has a Designated Safeguarding Lead ( DLS) and Deputy Designated Safeguarding lead (DDSLs)
- Child protection procedures are understood by staff and training is undertaken at recommended intervals.
- Staff working in carers roles for pupils who attend Saxon Wood, must not divulge any information about school to the pupil's parents/carers.
- All staff are aware of some confidential matters to support individuals. Staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned, or to other staff when information is on a needs to know basis
- When volunteers and students are working in classes, they do not discuss educational matters including behaviour issues outside the classroom.
- Information about pupils is shared with parents/carers about their child. Parents/carers do not have access to any other pupil's books and progress at any time.
- Information about a pupil will be shared with a receiving school when a child changes school.
- Photographs of pupils are not used without parents/carers consent.
- Governors do not divulge details about individuals to any person outside of the Governor meeting.
- At full governing body meetings matters such as student exclusion, personnel issues and personal details of any member of the school community will be dealt with in the head teacher report. This is not for the knowledge of persons outside the meeting. Confidential minutes will be kept separately and are not published.
- Staff performance management will be carried out privately.
- Staff must not discuss personal details about a pupil in front of other pupils.
- Staff will not put pressure on pupils to disclose personal information and will discourage fellow students from applying such pressure.
- Equal opportunities: All students have the right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. However, staff may need to discuss an individual case with a class or group. Permission to discuss an individual case with a class or group should be sought from parents/carers first.
- Health professionals: Health professionals follow their own code of practice when dealing with confidentiality when working in a one to one situation. When working in a classroom they are bound by the relevant school policies.



## **Other professionals**

Multi-agency professionals are bound by their professional codes of conduct to maintain confidentiality.

## **Monitoring and evaluation**

This policy will be monitored by the senior leadership team and will be reviewed every year.

## **Conclusion**

Saxon Wood School has a duty of care and responsibility towards pupils, parents/cares and staff. The care and safety of the individual is always paramount.