

CONFIDENTIALITY POLICY

Date of issue: 06/03/2023

1. Aim

- 1.1 To ensure that confidentiality and Data Protection Compliance are a natural part of good practice.
- 1.2 To everyone with clear, unambiguous guidance as to their legal and professional roles.
- 1.3 To make certain that procedures can be easily understood by everyone.

2. Rationale

- 2.1 We hold a lot of confidential information about children, staff and sometimes families. Whilst it is important that we continue to develop positive ways to use that information, we recognise that it is our responsibility to use, hold and safeguard information received.
- 2.2 The Trust, and each of our schools are mindful of being 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.
- 2.3 Our obligation to comply with the Data Protection Act 2018, the GDPR and other legislation and statutory guidance underpins our management of data.

3. Objectives

- To provide consistent messages about handling information about children and adults once it has been received.
- To foster an ethos of trust.
- To ensure that staff, governors, volunteers, students, parents, and pupils are aware of confidentiality requirements.
- To reassure student that their best interests will be maintained.
- To encourage children to talk to their family.
- To ensure that students and families know that staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues that the correct procedure is followed.
- To ensure that confidentiality is a whole Trust issue and that everyone understands their personal responsibilities within each school.

4. Guidelines

- 4.1 All information about individuals is private and should only be shared with those that have a need to know.
- 4.2 All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than staff.
- 4.3 Each school within The Two Counties Trust continues to actively promote a positive ethos and respect for the Individual.
- 4.4 The Safeguarding Policy will be applied consistently and rigorously in each school.
- 4.5 All children and adults have a right to the same level of confidentiality.

5. Day to Day Practice

- 5.1 Confidentiality is everyone's responsibility. Even when sensitive information appears to be widely known it should not be assumed by those involved that it is appropriate to discuss or share this information further.
- 5.2 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 others.
- 5.3 Information about children will be shared with families but only about their child.
- 5.4 Families should not have access to any other child's books, marks and progress grades at any time.
- 5.5 All personal information about children, including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.



- 5.6 Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes / files and once read should be returned for secure filing.
- 5.7 In all other notes, briefing sheets etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
- 5.8 Staff should exercise prudence and consider the dignity of individuals during conversations on site, for example in the staff room, particularly if non -members of staff are present and in the presence of children.
- 5.9 Non-members of staff, for example, students and voluntary helpers, will be asked to follow the principles of the confidentiality policy.

6. Governors and Trustees

- 6.1 Governors and Trustees need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children.
- 6.2 Confidential papers should be destroyed after use.
- 6.3 Governors and Trustees must observe complete confidentiality when asked to do so by the Local Governing Body / Trust Board, especially in relation to matters concerning individual staff, pupils, or families.
- 6.4 Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be regarded as confidential.
- 6.5 Governors and Trustees should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the relevant meeting.

7. General data Protection Regulation

- 7.1 All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

