



LORDSWOOD ACADEMIES TRUST

This policy is called:	Confidentiality Policy
It applies to:	Lordswood Girls' School and Sixth Form Centre
Person responsible for its revision:	Headteacher
Status:	Non-statutory
Website:	On School Website
Approval by:	Governing Body
Review Frequency:	Every two years
Date of ratification:	July 2021
Date of next review:	July 2023

RATIONALE

Lordswood Academies Trust has a duty towards students, staff, parents/carers. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

Lordswood Academies Trust seeks to put the student at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the student's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. The Trust is mindful that it is 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.

This policy outlines guidelines to protect the confidentiality of students and staff at all times, to give staff clear, unambiguous guidance regarding their legal and professional roles and to ensure good practice throughout the school which is understood by students, parents/carers and staff.

AIMS

1. To provide consistent messages in school about handling information about students and staff once it has been received.
2. To foster an ethos of trust within the School.
3. To ensure that staff, parents/carers and students are aware of the school's confidentiality, policy and procedures.
4. To reassure students and staff that their best interests will be maintained.
5. To encourage students to talk to their parents/carers.

6. To ensure that students, parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all students including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that ground rules are set in all aspects of school life for the protection of all.
10. To understand that health professionals are bound by a different code of conduct.
11. To ensure that parents/carers have a right of access to any records that the School may hold on their child but not to any other child that they do not have parental responsibility for. A charge will be made for photocopying.
12. To ensure that individual staff have a right of access to any records that the School may hold on them.

GUIDELINES

1. All information about individual students or staff is private and should only be shared with those that have a need to know.
2. All social services, medical and personal information about students or staff should be held in a safe and secure place which cannot be accessed by individuals who should not have access to the information.
3. The school continues to actively promote a positive ethos and respect for the individual through ensuring that:
 - a) The school has a Designated Safeguarding Lead (DSL) for child safeguarding who receives regular training.
 - b) There is clear guidance for the handling of child safeguarding incidents. All staff have regular training on child safeguarding.
 - c) There is clear guidance outlining procedures if a member of staff is accused of abuse. The guidance outlined in the ***Managing Allegations of Abuse Against Staff Policy*** should be followed
 - d) Staff are aware that delivering sex and relationship education which covers what is and is not acceptable in a relationship, may result in their having to handle the disclosure of a child protection issue.
 - e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.

- f) Any intolerance about gender, faith, race, culture or sexual orientation is unacceptable and if infringement occurs, the relevant discipline policies will be pursued.
4. Parents/carers and students should be aware that the School cannot guarantee total confidentiality and the School has a duty to report child protection issues to Children's Social Care professionals or the police.
 5. The school has good communication with parents/carers and relevant staff are always available to talk to both children and parents/carers about issues that are causing concern.
 6. The School encourages students to talk to parents/carers about issues causing them concern and may in some cases support students in talking to their parents/carers.
 7. All students have a right to the same level of confidentiality irrespective of gender, sexual orientation, race, religion, medical concerns and special educational needs. It is recognised that a significant amount of data is generated under these categories but individual data will be held securely and not be attributed generally to the individual.
 8. The designated senior persons for the school are:-
 - Designated Safeguarding Lead/Director of Intervention & Inclusion
 - Assistant Headteacher – Student Behaviour, Welfare & Development
 - Assistant Headteacher – Learning & Achievement
 - Director of Post-16 Studies
- All staff and governors receive a copy of the school's Safeguarding Policy and training is organised for all staff and governors annually.
9. Confidentiality is a whole school issue. Clear ground rules will be set for lessons dealing with sensitive issues such as sex and relationship and drugs and strategies are in place for dealing with sensitive information on students which may fall outside the boundaries of child protection procedures.
 10. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
 11. Health professionals have their own code of practice for dealing with confidentiality. Staff will be made aware of children with medical needs but the information will only be accessible to staff who need that information and any such information must not be on general view to other parents/carers and students.
 12. Photographs of students will not be used without parents'/carers' permission especially in the press and internet. This is often a cultural issue of which the school needs to be

aware. At no time will a student's name be used with a photograph so that they can be identified. Students' photographs will not be used in the medical room identifying their medical need. The school gives clear guidance to parents about the use of cameras and videos during public school events.

13. Information about students will be shared with parents/carers but only about their own child. Parents will not have access to any other student's books, marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school when they change school.
14. All personal information about students and staff will be regarded as confidential. This will be clearly understood by those who have access to it.
15. Logs of administration of medication to students will be kept secure and each student will have their own individual log.
16. In all notes, briefing sheets, etc, a student should not be able to be identified. Addresses and telephone numbers of parents/carers and students will not be passed on except in exceptional circumstances.
17. Governors will be mindful that from time to time issues are discussed or brought to their attention about staff and students. All such papers should be marked as confidential. Generally, student and staff names will not be used.
18. Governors must observe complete confidentiality when asked to do so, especially in relation to matters concerning individual staff, students or parents/carers. 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. Names of individual staff/students should not be included in minutes. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

MONITORING

This policy will be reviewed by the Governing Body.

LINKS TO OTHER POLICIES: <http://lordswoodgirls.co.uk/policies>

Managing allegations of abuse against staff
Safeguarding Policy
Data Protection Policy
Freedom of Information Policy
Publication Scheme