



**BOWERHAM PRIMARY & NURSERY SCHOOL**  
**Confidentiality Policy**  
**DATE: July 2021**  
**Review date: July 2022**



The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

### **Aim**

To protect the individual 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.

### **Rationale**

Sharing information unnecessarily is an erosion of trust. The school 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.

### **Objectives**

- To provide consistent messages in school about handling information about children or parents once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, parents and pupils are aware of the school's confidentiality, policy and procedures.
- To reassure pupils and or parents that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in all activities ground rules are set for the protection of all.
- To understand that health professionals are bound by different code of conduct.
- To ensure that parents 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.

### **Guidelines**

All information about individual children or personal information shared by parents is private and should only be shared with those staff that have a need to know.

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 school staff.

The school actively promotes a positive ethos and respect for the individual:



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- a. The school has appointed a senior lead teacher for child protection who receives regular training.
- b. There is clear guidance for the handling of child protection incidents. And all staff have annual training on child protection issues.
- c. There is clear guidance for procedures if a member of staff is accused of abuse.
- d. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- e. Information collected for one purpose should not be used for another.

Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

The school prides itself on open lines of communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

The school has appointed a senior member of staff as Child Protection Officer- Designated Senior Leader DSL. Child protection procedures are understood by staff and training is undertaken annually by all staff.

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHCE session dealing with sensitive issues such as sex and relationship and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. 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.

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 other parents/carers and children.

Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening. However, parents should be aware that information about their child will be shared with the receiving school when they change school. 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. 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 a confidential manner and once read should be returned for secure filing. Logs of administration



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of medication to children should be kept centrally and each child should have their own individual log. 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 without the permission of the parents except in exceptional circumstances or to a receiving school.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff, children and occasionally parents. All such papers should be marked as confidential. These confidential papers should be destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

### **Monitoring and Evaluation**

The policy will be reviewed as part of the schools monitoring cycle.

The PSHEE scheme of work, Sex and Relationship Education Policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.

The Headteacher has responsibility for monitoring this policy. Following any curriculum monitoring a positional statement is written which contributes to the School Improvement Plan.

### **Conclusion**

Bowerham School has a duty of care and responsibility towards pupils, parents/carers and staff. 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.

### **Privacy Notice – How we use pupil and parent information.**

We process personal information relating to our pupils and may receive information about them from their previous school, local authority, the Department for Education and the Learning Records Service. We hold this personal data to: -

- Support our pupils` learning
- Monitor and report on their progress
- Provide appropriate pastoral care: and
- Assess the quality of our services

Information about our pupils that we hold will include their contact details, address, national curriculum assessment results, attendance information, any exclusion information, where they go when they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Our school nurse works in partnership between Great Wood and the NHS to organise vaccinations and to support students after hospitalisation. We would like to make you aware



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that we therefore share contact information and changes to our student population with the NHS, via the School Nurse Service once each year.

We will not give information about our pupils or parents to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about our pupils or parents to the Dept. of Education. This information will, in turn, then be made available for use by the LA.

If you need more information about how our local authority and/or DfE collect and use pupils or parents' information, please visit:

- Our local authority website at:  
<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personal-information-and-your-right-to-access-it.aspx>
- the DfE website at:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the Head teacher.



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**Privacy Notice - Collection of Health Assessments/Questionnaires at Year 6**

Lancashire County Council, Blackpool Teaching Hospital NHS Foundation Trust are a data controller for the purposes of the Data Protection Act.

During Year 6 pupils will be asked to complete a Health Needs Assessment Questionnaire on a controlled, secure and protected web-platform. The purpose of collecting this information is to allow:

- School Nurses to offer you support to address individual health needs, School Nurses and their employing organisation will have access to your individual information, in order for them to identify who may require further support or who require their services. School Nurses adhere to national standards of confidentiality unless they have cause for concern around safety issues. The School Nurses will keep a record within your Child Health Record if you do require any further support or guidance. This will also allow School Nurses to understand the health needs of schools
- The information collected from questionnaires will also be used to form a summary report for your school. This is anonymised information will support schools in understanding health needs of their pupils and allow them to target resources appropriately
- The Local Authority being Lancashire County Council will also use this information at an anonymised level in order to understand and address the population health needs of children and young people in areas of Lancashire and make appropriate plans and actions.

If you need more information about how the Lancashire County Council or Blackpool Teaching Hospitals NHS Foundation Trust store and use your information, then please go to the following website:

<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-useyour-personal-information-and-your-right-to-access-it.aspx>