



St. LAWRENCE V. A. LOWER SCHOOL

Confidentiality Policy

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Aim

To protect the child 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, staff and governors.

Rationale

St Lawrence Lower School puts the child at the heart of the learning process and provides a safe and secure learning environment.

It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality.

It is committed to developing creative and positive ways for the child'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 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

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

11. To ensure that staff and parents are aware that parents have a right of access to any records the school may hold on their child but not to any other child for whom they do not have parental responsibility.

Signed: *Sneija Lewis*

Date: *4/7/17*

Review Date:

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