



# Confidentiality Policy



## Oxenhope Church of England Primary School

**If you are concerned about the safety of a child, act!**

Our Named Persons for Child Protection are (Head of School), Alice Jones and Gillian Dyson (Pastoral Manager), Caroline Auty (Class Teacher) and Hannah Inman (Explorers Club Leader)

Useful phone numbers:

School – 01535 642271

Social Services Initial Contact Point 01274 437500

NSPCC – 0808 800 5000

Police – 999

Created By:	Last reviewed:	Next Review Date:
A Jones	June 2019	June 2021

**This policy must be read alongside the school's GDPR policy and the safeguarding and child protection policy**

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

At Oxenhope CE Primary School, we believe in a broad, balanced and creative curriculum, which provides *each child* with a chance to flourish and achieve their potential by becoming successful, life-long learners who are able to enjoy life in all its fullness. Our Christian ethos, character and values pervade Oxenhope CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall 'well-being' of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

**Christian beliefs and practices that underpin this policy**

<p><b>Love / Compassion</b></p> 	<p>'Love your neighbour as yourself' Luke 10 v 27 Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.</p>
<p><b>Service / Community</b></p> 	<p>'Serve one another in love' Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.</p>
<p><b>Wisdom</b></p> 	<p>'Blessed are those who find wisdom, those who gain understanding.' Proverbs 3 v 13 As the children at Oxenhope are faced with situations and dilemmas, we endeavour to teach and direct them to make wise choices which will develop their characters and shape their lives. Wisdom is rooted in a proper reverence for God, the source of all life and values.</p>
<p><b>Forgiveness</b></p> 	<p>'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.</p>
<p><b>Courage</b></p> 	<p>"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.</p>
<p><b>Endurance / Hope</b></p> 	<p>'Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12 Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.</p>
<p><b>Truth</b></p> 	<p>'Instead, we will speak the truth in love, growing in every way more and more like Christ' Ephesians 4 v 15 We teach the children to be full of integrity and honesty, knowing the difference between right and wrong. If they have strong moral principles they will be the much needed light in this world. As Jesus said 'the truth will set you free.'</p>

## **Aim of the policy**

To protect the child at all times, 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 and volunteers.

## **Objectives:**

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, volunteers, parents and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils 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, the correct procedure is followed. □ To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by a 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.

## **Instances when confidentiality will need to be broken**

- Where there is risk of serious harm or threat to life.
- Where urgent medical treatment is needed.
- Where a serious crime has been committed.
- Where the use or supply of illegal drugs is involved.
- Where it is felt that an issues has a racial motive.

## **Guidelines**

- All information about individual children is private and should only be shared with staff that need to know.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Parents have ready access to the files and records of their own children but do not have access to information about any other 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.
- Parents 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 has appointed a senior member of staff as child protection officer/ designated safeguarding lead. Child protection procedures are reviewed regularly and readily available to staff.

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a professional basis.
- The school encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure before going on to inform the correct authorities – unless this would put the child at further risk.
- The school prides itself on good communication with parents and staff are always available to talk to both children and parents about issues that are causing concern.
- Clear ground rules must be set for any classroom work such as circle time and other PHSE session dealing with sensitive issues.
- School is 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 where to find further information if needed.
- All parents are asked to sign a permission slip for using pupil photographs. An up-to-date list is held in the office and relevant names are given to individual class teachers. The school allows parents to photograph / film school public events (e.g. performances / sports events).
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports are filed in a secure location.
- Health professionals have their own code of practice dealing with confidentiality.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

### **Role of the Governing Body**

Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Decisions reached at governors' meetings are made public through the minutes, except confidential items which are not a public record. Governors exercise the highest degree of prudence when discussion of sensitive issues arise outside the governing body.