



**ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL
RICHMOND**

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Confidentiality Policy

Aims

- To protect the child at all times
- To provide consistent messages in school about handling information about children.
- To give all staff involved clear, unambiguous guidance as to their legal and professional roles
- To ensure good practice throughout the school which is understood by pupils, parents and staff.
- 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.
- To foster an ethos of trust within the school.

Rationale

St. Mary's RC Primary School seeks to provide a safe and secure learning environment for all its learners.

Guidelines

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, medical and personal information about a child will be held in a safe and secure place which cannot be accessed by individuals other than school staff.
3. 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.
4. The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern.
5. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
6. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSCE session.
7. 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 other parents/carers and children.

8. On the school web-site, photographs of children will only be identified by their Christian names.
9. 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.
10. Parents should be aware that information about their child will be shared with the receiving school when they change school.
11. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
12. Governors should be aware that any information they become aware of regarding members of staff or pupils at the school is confidential.
13. No information regarding pupils, parents or staff should be taken off the school premises unless the information is stored safely under password protection.

DEVELOPMENT

This policy will be further developed by taking account of advice from North Yorkshire County Council.

REVIEW

This document will be reviewed every three years to assess the effectiveness of the policy. It is to be expected that modifications will be made through experience and external professional advice according to DFE and LA guidance.

The date of the next review will be Autumn 2018.

'Learning with fun, friends, family and faith'

