

# Springbank Academy



**Where dreams are realised and success is celebrated**

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

## Confidentiality Policy

October 2023



**Policy Lead: Adam Lumley**

Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

**Springbank = success for all**

**There is a key that unlocks every child's learning, our job is to find that key.**

**Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.**

## **Safeguarding Statement of Intent**

The staff and governors of Springbank Academy are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Springbank Academy. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

### **1. INTRODUCTION**

1.1 It is a primary aim of our school that every member of the Springbank school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose STARFISH/British values are built on mutual trust and respect for all.

1.2 The school's Confidentiality Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels safe and secure and every individual's and family's right to privacy is respected.

1.3 Confidentiality is an essential element of the success of our school. As such all of our staff and visitors have an accountability to work within the guidelines of this policy which conform to recent legislation and government guidelines.

1.4 We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a 'need to know' basis.
- Not discussing personal information relating to any of our stakeholders, i.e. those who are connected to the school, in a general way or where it may be overheard.
- Keeping all personal records confidential and offices data protected.
- Using teaching methods which protect confidentiality.

### **RELATED POLICIES AND DOCUMENTS**

Anti-bullying  
Managing Behaviour and Discipline  
Child Protection  
Equality  
Safeguarding  
Whistleblowing

### **RELATED LEGISLATION**

Human Rights Act 1998 gives everyone the right to "respect for his private and family life, his home and his correspondence", unless this is overridden by 'public interest', eg for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018 Applies to: personal data of living, identifiable individuals (not anonymised data); manual and electronic records. Schools need to be clear, when collecting personal data, of the purposes for which it will be used and should have policies to clarify this to staff, pupils and parents/carers.

Freedom of Information Act 2000 Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. Schools' data or record keeping policy should also cover the requirements of this Act.

### **2. PROCEDURES – GENERAL**

2.1 All information about individual stakeholders, however obtained, eg from personal records, through observation, through meetings, through situations that arise during class, playtime or outside of school, is private and will only be shared with those who have a need to know, i.e. those who need the information in their professional capacity.

2.2 Information which relates to any individual stakeholder or brings our school into disrepute or diminishes professionalism will never be posted or shared online, through any means including all areas of social media, e.g. Facebook, Twitter. Staff, regular visitors and volunteers understand that this is a requirement both during and after their time at our school and confirm this through signing a statement of confidentiality. See Appendix 1

2.3 Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

2.4 All social care services, medical and personal information will be held in a safe and secure place which cannot be accessed by individuals other than nominated school staff. It will be considered whether staff concerned have access to all, or only some, of the information.

2.5 Staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues and may, in some cases, support children to talk to their parents/carers.

2.6 Parents/carers and children will be made aware that our school cannot guarantee total confidentiality and that we have a duty to report child protection issues. Any child protection disclosure will be shared with parents/carers before we inform the appropriate authorities unless we believe that this puts the child at greater risk.

2.7 Data generated by our school will be anonymised to ensure confidentiality. Information collected for one purpose will not be used for another.

2.8 Photographs or videos of children will not be used without the annual parent/carer's permission and our policy on the use of images of children will be adhered to at all times.

2.9 We ensure that parents/carers have a right of access to any records the school may hold on their child, within legislative requirements. Parents/carers will not have access to any other child's books or assessment data at any time without a SAR.

2.10 Only those identified on Bromcom as having parental responsibility will be contacted in relation to their child. Should there be any concerns, these will be referred to the designated person for child protection before a parent/carer is contacted.

2.11 All requests for information, about our school or stakeholders, by an outside agency or the media will not be commented on by the person to whom the request was made, but will be referred immediately to the Head teacher.

### **3. PROCEDURES – STAFF**

3.1 Personal information such as social care reports, speech therapy reports, medical reports, SEN reports, minutes of meetings etc will be circulated, in sealed envelopes and once read will be returned to the appropriate person for secure filing. All information will be stored on encrypted memory sticks.

3.2 Correspondence to parents/carers relating to social services, medical and personal information will be handed directly to the parent/carer/child. A follow up text will be sent.

3.3 The Designated Senior Lead and Deputy Designated Senior Lead for Child Protection receive regular training. Child Protection procedures are understood by all staff and training is undertaken annually. The Safeguarding Officer has an overview of all procedures and protocols.

3.4 Details of children are not to be disclosed to any parents other than those of the child concerned.

3.5 Information regarding a child's progress, positive or negative, is passed on only by the class teacher concerned, the head teacher, keyworker or line manager.

3.6 Staff should feel that they can talk freely about children in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere.

3.7 Concerns about the performance of a colleague should only be discussed with the Head teacher or SLT or, in the case of the Head teacher, the Chair or Vice Chair of Governors.

3.8 Staff should not pass confidential information to spouses/partners.

3.9 Any issue which staff have been asked to keep confidential, must remain confidential.

3.10 Clear ground rules will be set for any classroom work such as circle time and other RSHE sessions dealing with sensitive issues. Strategies are in place for dealing with disclosures. Staff will be proactive so children feel supported but information is not unnecessarily revealed in a public arena.

#### **4. PROCEDURES - PARENT HELPERS AND VOLUNTEERS**

4.1 Details of our confidentiality policy will be placed on the website and sign posted to all parents.

4.2 Parents who volunteer to support on educational trips, swimming etc will be reminded that they are to abide by the confidentiality policy at all times.

4.3 Parents need to acknowledge the fact that some circumstances may not be fully understood by them because the teacher may not be at liberty to discuss them, e.g. confidential aspects of the children's lives which may affect their behaviour or progress.

4.4 Parents are asked to respect the confidentiality of all meetings and treat staff with respect. No note-taking or taping of conversations must take place without either party asking prior permission.

#### **5. PROCEDURES – GOVERNORS**

5.1 The important role of the Local Governing Body ensures it has to be informed of highly personal and confidential matters at each meeting. The Governors' Guide to the law states: 'how individual governors vote, and opinions by governors involving a named person which are in a way sensitive or critical, should always be regarded as confidential'. Although decisions reached at governors' meetings are normally made public through the minutes and otherwise, the discussions on which decisions are based will be regarded as confidential.

5.2 To help governors understand the professional balance which needs to be maintained, the following points should be considered:

- No information about individual children's assessment and test results, other than that legally required, should be passed on to others.
- All papers relating to the governing body should be stored securely.
- Governors should not pass confidential information to spouses/partners.
- Email communication should only be sent to addresses that can only be accessed by the named governor (individual governors should inform the chair if their email address can be accessed by anyone other than themselves).
- Details of a Head teacher's performance review should only be discussed by those governors directly involved in the review.
- Paperwork containing individual salaries remains confidential at all times.
- It is important to label minutes of meetings as "draft" before they have been approved by the group.
- Any issue which governors have been asked to keep confidential, should remain confidential.

5.3 If governors receive complaints about governors, the Head teacher or a member of staff it is important that they first ascertain that the complainant has first attempted to resolve differences with the person concerned. On those rare occasions when complaints need to be made formal, written complaints should be passed directly to the complaints governors so all governors are available to act impartially as panel members at complaint hearings. It is for the complainant to decide whether or not their concern should become a formal complaint.

#### **Governors approached by parents need to steer them in the direction of the School staff rather than becoming involved in direct discussions.**

5.4 Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside Governing Board meetings.

#### **6 MAINTENANCE OF THE POLICY**

6.1 To ensure our high standards of confidentiality are maintained, this policy will be annually reviewed and emailed to:

- every member of the staff team
- every member of the governing body. It will be posted on the website for parents/carers

#### **Policy review**

This policy will be reviewed annually by the Governing Board, as part of its monitoring cycle.

