



ICS Policy Document

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Confidentiality Policy

Approved by: Principal Committee	Date: November 2019
Last reviewed on:	Date: N/A
Next review due by: 3 yearly	Date: November 2021

Overview

International Community School (ICS) aims to put the child at the heart of the learning process and to provide a safe and secure learning environment. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and protect 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.

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 students, parents/carers and staff.

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, where children and all staff feel safe to confide and share problems.
- To ensure that staff, parents and students are aware of the school's confidentiality policy and procedures.

- To reassure students that their 'best interests' will be maintained.
- To ensure that students and parents/guardians know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed, working with the guidelines set out in the policy.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- 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 is private and should only be shared with those staff that have a need to know.
- All child protection concerns, 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 continues to actively promote a positive ethos and respect for the individual:
 - The school has appointed the Principal and Vice Principal as Child Protection Leaders. There is also a named person for child protection, who may also be the Principal or Vice Principal.
 - There is clear guidance for the handling of child protection incidents. All staff have training on child protection issues.
 - There is clear guidance for procedures if a member of staff is accused of abuse.
 - Staff are aware that effective growth and development education (PHSCE) which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
 - Staff are aware of the need to handle all issues about families in a sensitive manner.
 - Information collected for one purpose should not be used for another.
- Parents/guardians and children need to be aware that ICS cannot guarantee total confidentiality in all cases, for example issues involving child protection or criminal issues. Parents/guardians and children should feel reassured that only in exceptional circumstances confidentiality will be broken.
- ICS prides itself on good communication with parents, carers and children. All staff make sure they are available to talk to all parties concerned about issues that are causing concern. The school encourages children to talk to parents/guardians

about issues causing them concern and may in some cases support the children to talk to their parents.

- 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.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other session dealing with sensitive issues. 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.
- 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.
- Photographs of children should not be used outside of the school premises without parents/carers permission. At no time should the child's name be used with a photograph so that they can be identified.
- Information about children will be shared with parents/guardians but only about their child. Parents should not have access to any other child's books, marks and progress at any time, especially at parents evenings.
- All personal information about children should be regarded as confidential. This 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 minutes of meetings and reports will be circulated in an envelope.
- Any personal data will only be kept as long as necessary or for the length of time as stipulated by law.
- Staff laptops are password protected.
- Logs of administration of medication to children should be kept secure. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Linked Policies

- Child Protection

- Data Protection
- E-safety

This policy is written in conjunction with the following legislation:

- ADEK Policy and Guidance Manual (2014-2015)
 - Policy 1: The Core Values of Education and Moral Obligation: Corresponding to Articles (2) and (6) of the Organising Regulations
 - Policy 2: Ethical Leadership, Corresponding to Article (4) of the Organising Regulations
 - Policy 3: Students Protection, Corresponding to Article (5) of the Organising Regulations
 - Policy 30: Professional Code of Ethics, Corresponding to Article (35) of the Organising Regulations
 - Policy 35: Records, Corresponding to Article (40) of the Organising Regulations
 - Policy 36: School Reports, Corresponding to Article (41) of the Organising Regulations
- Statutory SRE guidance published 2000 by DfE and DfES