



### Mission Statement

*"A Caring Christian Family Where We Grow Together"*

## STAFF CONFIDENTIALITY PROCEDURE

Effective Date: 01/04/2017

Review Date: October 2023 Biennial

Review Date	Signed Head Teacher	Signed Director RCSAT
13/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
25/10/2020	<i>St M Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>St M Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



## 1. Legislation

This procedure is defined to operate within current legislation, which includes:

- 1.1. The Data Protection Act,
- 1.2. The Freedom of Information Act,

## 2. Implementing the Procedure

### Responsibilities

- 2.1. Each RCSAT school has a duty of care and responsibility towards children, parents/carers and staff. The school also needs to work with outside agencies on a professional basis.
- 2.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 2.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, reporting any issues to the Executive Headteacher.
- 2.4. The named persons are detailed in Appendix 1 of the procedure.
- 2.5. The object of this procedure shall be to protect children at all times and to give staff clear and unambiguous as to their legal and professional roles to ensure good practice throughout the school, understood by pupils and parents/carers.
- 2.6. Staff shall conform to the details in this procedure and ensure that they seek to put every child at the heart of the learning process and to provide a safe and secure learning environment.

## 3. Objectives of the Procedure

- 3.1. To provide consistent messages in school about handling children's information,
- 3.2. To foster an ethos of trust within the school,
- 3.3. To ensure that staff, parents/carers and children are aware of the school's confidentiality policy and procedures and that ground rules are set for the protection of all,
- 3.4. To reassure children that their best interests will be maintained,
- 3.5. To encourage children to talk to their parents/carers,
- 3.6. To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality,
- 3.7. To ensure that there is equality of provision and access for all, including rigorous monitoring of cultural, gender and special educational needs,
- 3.8. To ensure that correct child protection procedures are followed,
- 3.9. To ensure that parents/carers have a right of access to any records held by the school on a child for which they have a responsibility, but not those records on any other child.

## 4. Arrangements for this Procedure

- 4.1. All information about individual children is confidential and shall only be shared with relevant staff.



- 4.2. Any information collected for one purpose shall not be used for any other purpose.
- 4.3. All social services, medical and personal information on any child shall be held in a safe and secure place, only accessible by relevant staff.
- 4.4. Each school shall appoint a Child Protection lead teacher, who shall receive relevant training.
- 4.5. Child protection incidents shall be handled under Procedure RCSAT-PR-011 – Child Protection and Safeguarding Policy.
- 4.6. Allegations against staff shall be handled under Procedure F-PR-012-02.
- 4.7. Sex and relationship education and issues shall be handled under Procedure F-PR-004.
- 4.8. Intolerance about gender, faith, race, culture or sexuality and bullying prevention is handled under Procedures F-PR-003-02, F-PR-003-03 and F-PR-003-04.
- 4.9. Information about children's medical needs shall be handled under Procedure F-PR-009-02.

## 5. Confidentiality and Communication

- 5.1. Parents/carers shall be advised at the start of any meeting that total confidentiality cannot always be guaranteed and that the school has a legal duty to report child protection concerns.
- 5.2. The school staff shall always be available to talk to children and parents/carers about any issues causing concern and shall encourage and support children to talk to their parents/carers.
- 5.3. The school shall share any child protection disclosures with parents/carers, as appropriate, before informing the correct authorities.
- 5.4. Staff shall set and reinforce clear ground rules for children in their class and shall communicate those rules in circle time and PHSCE sessions, dealing with sensitive issues such as sex, relationships and drugs.
- 5.5. Staff shall ensure that photographs of children shall not be used with the parents/carers prior consent and at no time shall a child's name be associated with their photograph in such a way that they can be identified.
- 5.6. Parents/carers shall be allowed to access information about the children for whom they are responsible, but not for any other child. This includes work books, marks and progress, particularly at Parents' Evenings.
- 5.7. All personal information about children, including social services, health reports, SEND and minutes of meetings with outside agencies shall be held in a safe and secure location at the school and only accessed by relevant staff.
- 5.8. All information on children that needs to be passed on, including contact details, shall only be passed on once written consent has been obtained from the parents/carers. This shall include passing information to a receiving school.

## 6. Record Keeping

- 6.1. The following records are kept in the school office:



- 6.1.1. Information on each child as detailed above.
- 6.1.2. Confidential information on each child, as necessary, retained in a safe and secure location.
- 6.1.3. Information provided to outside agencies and receiving schools.



## Appendix 1

**RESPONSIBILITIES**

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in School - Bunbury	Principal - Nicola Badger
Co-ordinator in School – St Oswald's	Principal – Joanne Cliffe
Co-ordinator in School – Warmingham	Principal – Kate Appleby
Safeguarding Governor - Bunbury	Suzie Waddington
Safeguarding Governor – St Oswald's	TBC
Safeguarding Governor – Warmingham	Malcolm Gate
RCSAT SENCO	Joanne Cliffe
School Administrator - Bunbury	
School Administrator – St Oswald's	
School Administrator – Warmingham	

