



November 2007

Confidentiality Policy

Policy statement

Langham Village School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard 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.

Aims

- To ensure that all families can share their information in the knowledge that it will only be used for the welfare and safety of their children.
- To support staff in their work by having clear guidelines for confidentiality.
- To ensure that all stakeholders are aware of the school policy for confidentiality.

Objectives

To ensure that children, families and staff can feel secure within the school community, we respect confidentiality in the following ways:

- Parents have access to the records of their own children, but do not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the school's ability to meet that child's needs.
- Parents/Children are made aware of what will happen to any information they give to staff, namely that some information can remain confidential, while some has to be shared with other adults.
- Staff allow time to talk to children and families at an appropriate time and in an appropriate place.
- Staff, student and governor induction includes an awareness of the importance of confidentiality.
- Staff are supported by the Designated Teachers for Child Protection, and if necessary by the Local Authority Education Welfare officers, when dealing with difficult situations.
- Regular training is given with regards to dealing with a disclosure from a child. Parents are informed through the School Handbook of the duties of the Designated Teacher for Child Protection, should disclosure occur.
- All members of the school community are made aware of the Designated Teacher for Child Protection.

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