LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB
Headteacher: Mrs C North (RI)
Deputy Headteacher: Mrs A Morris (RI)
Setting Leader: Miss Miss J Parry (3+) and Miss A Crawford-Plane (Flying Start)

Confidentiality Policy

Signed ……
Date ……
Review date ……

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 pupils, parents/carers and staff.

Rationale

Llanfaes Primary 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.

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 pupils are aware of the school's confidentiality, policy and procedures.
- To reassure pupils that their 'best interests' will be maintained.
- To ensure that pupils and parents/carers 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 social services, 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. All confidential information, relating to both Children and staff will be stored in a lockable cupboard in line with the Data Protection Act 2018.
- The school continues to actively promote a positive ethos and respect for the individual:

a) The setting has appointed the Headteacher, Deputy Headteacher and Leaders as safeguarding/Child Protection Leaders are trained to Level 3 in Child Protection. All staff receive regular training.

b) There is clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.

c) There is clear guidance for procedures if a member of staff is accused of abuse.

d) Staff are aware that effective personal and social education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.

e) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.

f) Information collected for one purpose should not be used for another.

GDPR

Setting's Name: Llanfaes Little Steps/Camau Bach

It is important that parents read and understand this privacy notice so that you are aware of how and why we are using specific information about your child and what your rights are under the data protection legislation.

We collect, store and use the following personal data about your child:

- Name, date of birth and home address
- Dietary requirements including allergies

- Attendance information
- Photographs and videos
- Emergency contact/procedure details
- Parent's Consent Form
- Individual Learning Profiles
- Accidents and Incidents
- Observations and Assessment Records

We may also collect, store and use the following "special categories" data:

- Race and Ethnicity
- Siblings names
- Medical conditions
- Child Protection information

We will only use your personal information:

- Where we need to comply with a legal obligation
- To safeguard your child
- To inform planning for your child's individual needs

We will share your personal information with the following third parties (with your consent):

- Foundation Phase Team – for funding reasons
- Care Inspectorate for Wales – for the safeguarding and well-being of children
- Health Visitor / Doctor
- Schools – for transition reasons
- Social Services/Police (without consent) where child protection is necessary

Storage and Retention

- Any information collected about your child is kept confidential and records are kept secure
- Anything that is saved digitally e.g. photographs, are saved in encrypted files on a password protected iPad/Laptop

- Safeguarding and welfare information about your child including attendance will be held until your child is 25 years old.
- Any learning and development information will be handed over to you when your child leaves the setting
- Any other paperwork and photographs will be shredded, and digital media erased when your child leaves the setting

Your rights

Under certain circumstances, by law, you have the right to do the following by contacting the Leader in writing:

- Request access to your child's file
- Request correction
- Request erasure
- Object to processing
- Request the restriction of processing
- Request the transfer
- Withdraw your consent

Complaints

If you need to make a complaint, you can:

- Contact CIW: enquiries@CIW.gov.uk

- Contact the setting Leader:
  E-mail: Parryj329@hwbcymru.net

- Contact ICO: https://ico.org.uk/fororganisations/report-a-breach/

- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality in all cases, for example issues involving child protection (Wales Safeguarding Procedure) or criminal issues.

Parents/carers and children should feel reassured that only in exceptional circumstances confidentiality will be broken.

- The setting 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/carers 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 such as growth development and drugs. 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 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. However parents should be aware that information about their child will be shared with the receiving school when they change school.
- All personal information about children including social services records 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 social services 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.
- All staff have signed and Acceptable Use Agreement.
- 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.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.