



CONFIDENTIALITY POLICY WHARNCLIFFE SIDE PRIMARY SCHOOL



Statement of intent

It is our intention to respect the privacy and their parents and carers, while ensuring that they access high quality school care and education.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

To ensure that all those using - and working in - the school can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in their role.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and re shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on work placement or other recognised qualifications and training, when they are observing in the school, are advised of our confidentiality policy and required to respect it.
- Parents' permission will be sought before photographs are taken of children either as individuals or in groups. Permission is normally given in the registration form and in a more detailed photography consent.

All the undertakings above are subject to the paramount commitment of the school, which is to be safety and wellbeing of the child. Please see also [our policy on children protection/SRE/drugs](#).