



Copnor Primary School

Information Sharing Policy

Rationale

We wish to fully uphold our responsibilities in sharing all appropriate information with relevant parties, whilst protecting the rights of individuals to confidentiality where deemed appropriate.

The school aims to readily comply with all elements of the data protection act and the freedom of Information Act.

Aims

- 1. To ensure appropriate information is efficiently shared to relevant parties in order to promote the welfare and academic progress of the children.
- 2. To ensure that no information is revealed to parties in cases where confidentiality is necessary to protect an individual.

Roles

It is particularly important with this area that with cases where a member of staff is unsure about which information should be revealed they must seek the advice of the Headteacher.

This is an area where for reasons of clear communications and decision making all concerns are centralised and led by the Headteacher.

The Headteacher should seek the professional advice of the HR department of the Local Authority if in any doubt.

Procedures

- 1. Any person with parental responsibility has the right to view their child's records, though if there is any doubt about whether a person has parental responsibility they should seek advice from the Headteacher before sharing this.
- 2. We reserve the right, within the freedom of information act, to ask anyone (adult or child) to put a request for information in writing. We will then respond within the timescales of this legislation.
- 3. We will ensure all new members of staff are fully briefed of these requirements during their induction (see induction policy)
- 4. We will ensure that all supply teachers are briefed of the aims of this policy within their introduction to the school (see guidelines for Supply teachers.)
- 5. If any member of staff or visitor becomes aware of information regarding a child, family or other member of staff during the course of their work they should keep this information confidential, unless it gives cause for concern regarding either child welfare or a person's ability to perform their role professionally. In such cases the guidance in the following paragraph and the guidance in the Safeguarding policy *must* be followed.

Allegations against a member of staff

If any member of staff has a concern about another member of staff with regards to child protection or even in more general terms as to their capability to perform their role they *must* immediately inform the Headteacher/DOSC.

In order to ensure that confidentiality is maintained and that no-one would act prejudicially towards the person causing concern they must inform only the Headteacher and no-one else.

We recognise that the concern may be unfounded but that child welfare must take precedence over any perceived loyalty to a colleague. If the concern centred on the Headteacher the member of staff must immediately raise it with the Chair of Governors. Please refer to the Child Protection Policy.

If a parent, child or other raises an allegation the person must immediately be directed towards the Headteacher/DOSC who will deal with the issue.