



Copnor Primary School Breakfast/After-School Clubs Confidentiality Policy.

Rationale

It is important for the welfare of our pupils that information is shared amongst the school staff, but it is equally important that we recognise we are often in a privileged position at having access to information that is confidential. Any information should only ever be used in the context of protecting and helping our pupils and should remain confidential to the staff. This is especially true with issues of child protection.

Aims

- To share information that will help the welfare, guidance and support of our pupils
- To keep information confidential whilst still acting within the Freedom of Information Act and the Data Protection Act

Roles and Responsibilities

A. All Members of Staff

- Will only share information with other staff members, parents/carers and fellow professionals that they believe will help with the welfare, guidance and support of the pupils
- Will not divulge information that may affect issues of child protection before first seeking the permission of the Welfare Officer or DSL.
- If anyone requests information over the telephone (even the police or Social Care) the member of staff should ask for a return phone number and call them back. This way they can verify that they are dealing with who the person claims to be.

B. DSL/Welfare Officer

The DSL/ Welfare Officer will also follow the guidance in section A above, and in addition:

- Will make it clear to staff when specific information must not be shared with parents/carers.
- Will make it clear to staff if the circumstances are exceptional when other specific staff members must also be excluded from the information
- Will share general information with the governor responsible for safeguarding, but not specific details or names.

C. Headteacher

- Will seek advice from Human Resources and follow the City Council's Disciplinary Procedure in the event of a staff member breaking this confidentiality policy. (In the event of the breach being made by the headteacher, the Chair of Governors will seek this advice.)

Policy agreed: Sept 2018

Review Date: Sept 2019