

Dromore Primary School

Confidentiality Policy

Principles

Dromore Primary School is committed to safeguarding and promoting the welfare of the children in our care and expects all staff and volunteers to share this commitment.

Within the context of Confidentiality, the school has drawn up this policy.

Aim

To protect children at all times and to give all staff and volunteers clear, unambiguous guidance about their professional roles, ensuring good practice throughout the school which is understood by the whole school community.

Objectives

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To encourage children to talk to their parents/guardians
5. To reassure children that their best interest will be maintained.
6. To ensure that children/parents know that school cannot offer unconditional confidentiality.
7. To ensure that if there are child protection issues that the correct procedure is followed as outlined in the school's Child Protection policy.
8. To ensure that parents have a right of access to all records held about their own child/ren, except those relating to child protection issues.

Guidelines

1. GDPR Guidelines will be followed by all staff.
2. All information about individual children is private and only shared with those staff who have a need to know.
3. All Social Services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than school staff.
4. There is a clear guidance for the handling of child protection incidents available. The staff has regular training about child protection issues.
5. There is clear guidance for procedures if a member of staff is accused of abuse.
6. Staff are aware that effective RSE, which brings about an understanding of what is and is not acceptable in a relationship, could potentially lead to disclosure of a child protection issue.
7. Staff are aware of the need to handle family issues in a sensitive manner.
8. Any intolerance of others, e.g. about faith, race, culture, is unacceptable and is sanctioned in line with Dromore Primary School's Positive Behaviour policy.
9. Information gathered for one purpose is not used for another.
10. Mandatory EA Data Protection in Schools training will be completed by staff every two years.
11. Mandatory EA training in Cyber Security will be completed by staff annually.
12. Any updated guidelines will be shared with staff.

Signed: _____ (Chairman)

Date: _____