

Confidentiality Policy

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Tadley Primary School

Learning for Life

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Our Vision

At Tadley Community Primary School, we are passionate about equipping our children with the personal characteristics and educational outcomes for their successful futures. Our vision for each child is to develop an active curiosity of their world, discover their own interests and talents, and grow in their own confidence and love of learning. We do this by providing children with an irresistible invitation to learn through our knowledge-rich and diverse curriculum.

**Learning for Life the Tadley Way!
Pride, Kindness, Diversity and Community**

Aims

- To ensure all members of staff are clear about the levels of confidentiality that they can offer to pupils and other members of staff.
- To ensure that all members of staff are clear about the levels of confidentiality they can expect themselves.
- To provide consistent messages in school about handling information about children or staff.
- To set out clear and transparent procedures for offering confidentiality to the school community.
- 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.

We believe that there may be times when children, parents and staff at Tadley Community Primary School feel the need to disclose concerns and problems to each other. Sometimes it is appropriate for this information to remain confidential and on other occasions it is not. The confidentiality policy will ensure good practice throughout the school that can be easily understood by all. It ensures that all members of the school community are clear about the boundaries of their legal and professional roles and responsibilities.

This policy should be read in conjunction with all other policies but has particular reference to the school's policies on Data Protection, Racial Equality, Staff Performance Management and Child Protection. School Health professionals are also bound by a confidentiality policy and staff must be aware of the issues of privacy and sensitivity when dealing with medical information.

This policy refers to all teaching and non-teaching staff employed by the school including all visiting staff working with pupils on the school site during the day and all members of the governing body, including the Clerk. All are required to support the implementation and will be trained on induction to the school. All staff will receive regular reminders regarding the importance of confidentiality.

Child Disclosures

When a child wishes to disclose information which they would like a member of staff to keep confidential, staff will state clearly that they cannot offer unconditional confidentiality. The child should be clearly told that the information may have to be passed on to someone who can help them with the problem.

If a child is likely to be at risk of harm, it is the duty of the member of staff to inform the school's Designated Safeguarding Lead (DSL) immediately who will take the appropriate action in accordance with the school's child protection policy.

If a member of staff is not sure whether information needs to be passed on, they should always report to the DSL whose responsibility it is to make the decision about who should be informed or what should be done next.

Parents, Families and Carers

We recognise that sometimes there may be family issues which affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. Whenever possible we will respect the wishes of the family. Where a pupil discloses information to us of a worrying nature, we will share this information with the family first unless a pupil is considered to be at immediate risk or there is an overriding child protection concern.

Staff Issues

All staff can usually expect that their personal situations and health will remain confidential, apart from registering illness on the appropriate county systems, unless;

- it impinges on their terms of contract
- it endangers pupils or other members of staff
- there is a legal obligation to disclose the information
- it is necessary for legal procedures
- it is in the staff member's interest or wider public interest and this justifies disclosure – see Whistleblowing Policy.

Data Protection (See Data Protection Policy)

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with our retention schedule – access via Hampshire Services Portal and then the Manual of Personnel Practice.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- School Nursing Team

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing

underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained

Staff Declaration – Confidentiality Policy



Tadley Primary School
Learning for life

I can confirm I have read Tadley Community Primary School's Confidentiality Policy.
Overall, the terms of this policy are;

- Staff/governors must not under any circumstances disclose information regarding any pupil to anyone outside the school except to other educational, health or social services professionals on a need-to-know basis and with former approval of the Headteacher.
- Staff/governors must not under any circumstances disclose other confidential information about the school to anyone outside the school unless with the express consent of the Headteacher.
- All information discussed in meetings is classed as confidential, until such time as made formally public.
- Staff and governors should limit any discussion about confidential information only to those who need to know within the school.
- Staff and governors must take particular care that confidential information is not incorrectly distributed when using email. Should any information be received in error, it must not be disclosed and should be returned to sender.
- Information should only be transmitted on internet sites if they are secure and approved sites.
- Unsolicited information requests received through any means should always be validated and approved by the line manager.
- Staff who suspect a breach of confidentiality must inform their line manager or Headteacher as appropriate.
- Governors who suspect a breach of confidentiality must inform the Chair of Governors.
- Any breach of confidentiality will be considered a serious offence and may lead to suspension or dismissal.
- Staff and governors remain bound by the requirement to keep information confidential even if they are no longer employed by or associated with the school.

I have read and understood Tadley Community Primary School's Confidentiality policy and agree to comply with it.

Signed.....

Date.....

Name (print).....

Role.....