

Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of the children, parents, carers, staff, committee members, students and volunteers at Bushey Ganim.

Our Aims

We aim to ensure that information can be shared confidentially whilst still ensuring high quality care and education in the following ways:-

- Induction of staff, committee members, students and volunteers will include an awareness of the importance of confidentiality within the school and its management.
- Individual children may not be discussed other than for the purpose of curriculum planning and school management directly affecting a child's needs.
- Personal information relating to children and their families, staff, committee members, students and volunteers will be kept in a secure place.
- Information given by parents/carers will not be passed on to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety will be kept in a secure place and shared on a 'need-to-know' basis.
- Any anxieties/evidence should be brought to the headteacher attention. Should it become necessary to contact Children School & Families 01923 471 5000, this should be done by one of the headteacher or a member of the senior management team in their absence.
- Members of staff, committee members, students and volunteers, who have outside contact with Social services through other forms of registration, are not at liberty to discuss confidential matters arising within the school.
- Members of staff, committee members, students and volunteers, who have contact with previous members of staff are not at liberty to discuss confidential matters arising within the school.
- Members of staff, committee members, students and volunteers, who have contact with current families within the school, are not permitted to discuss confidential matters arising within the school.
- Issues relating to employment or supervision of staff, committee members or volunteers, whether paid or unpaid, should remain confidential to those directly involved with making personnel decisions.
- Members of staff, committee members, students and volunteers must keep any emailed information or information on USB secure and password protected.
- Members of staff, committee members, students and volunteers must keep confidentiality on social networking sites.
- All staff and committee members, students and volunteers must read the Child Protection/Safeguarding Policy.
- All staff and committee members, students and volunteers must be advised of this policy and required to respect it.

This policy also applies to respective spouses/partners.

The undertakings above are subject to the paramount commitment of the school, which is to the safety and well-being of the children within.

Updated September 2012