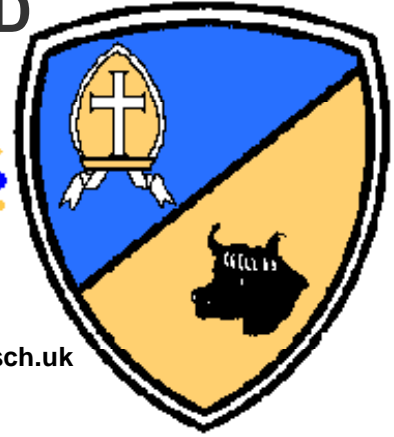


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Confidentiality Policy

Date of Policy; 2010

Review Date; 2013

Our work brings us into contact with confidential information. All staff and visitors to St Luke's will work within the guidelines of this policy which conforms to recent legislation and government advice. We will respect confidentiality in the following ways:

- Parents / carers are entitled to look at any files or records the school holds about their child and are further entitled to ask, in writing, that any such record or file, they believe to be inaccurate, be changed. They may not look at the information of any other child.
- Personal details given by parents / carers will not be disclosed to third parties. e.g. telephone numbers, without authorisation.
- Safeguards are taken when disclosing confidential information by telephone with relevant agencies, e.g. Social Services, School Nurse.
- Staff will not discuss personal information given by parents, indiscriminately, without their permission. Personal information disclosed by children will not be discussed amongst staff, be a subject for gossip.
- If any adult in school receives information that leads them to believe that there is a Child Protection issue, they should refer the case to the designated Child protection teacher following a discussion with the young person involved. All such information will be kept in a separate Confidential File following the established procedures.
- Pupils will be made aware that some information cannot be kept confidential.
- Personnel issues will remain confidential to the people involved, all computer-based information is password restricted to designated staff.

IMPLEMENTATION

St Lukes' will ensure that all staff are aware of and agree to adhere to, the confidentiality policy. This includes both staff employed directly by school and any others who operate on its behalf or represent it in anyway.

Unauthorised access to data about individuals will be prevented by a password system for the database and secure storage of paper records.

Breaches of confidentiality will be treated as a serious matter and are addressed in the Staff Handbook.

The Confidentiality Policy will be given to staff, service users and providers on request.

The existence of a confidentiality policy will be referred to in information and publicity materials.

The Confidentiality Policy will be reviewed every three years in line with other policies.

All staff, governors and parents have been informed of this policy and copies of the Policy will be given to staff, service users and providers on request. Further copies are available from the school office and are posted on the school website.



INVESTOR IN PEOPLE

