****

**All Saints CE First School**

***Loving and learning with Jesus***

*“Let your light shine before you”*

*Matthew 5:16*

**Confidentiality Policy**

### Our Vision

***Loving and learning with Jesus***

*“Let your light shine before you”*

*Matthew 5:16*

As a Church of England school and a member of the Uttoxeter Learning Trust, the teachings of Jesus and our Christian Values are at the heart of all we do, our children and staff serve with courage, compassion, aspiration and hope to live life in all its fullness allowing them to flourish and shine.

**Our Mission**

* FAITH: Providing an environment where Christian values underpin all we do, where worship flows into our learning and where all children appreciate the value of other faiths whilst being rooted in a Christian community. Trust
* LEARNING: Achieving high standards in learning by identifying and providing for the needs and talents of each pupil to enable them to achieve their potential. Service
* OPPORTUNITY: Providing opportunities for pupils to be curious, creative and inspired by taking part in a range of educational experiences, visits and extra-curricular activities. Courage
* UNDERSTANDING: Establishing a caring community which recognises equality of opportunity, diversity and raises awareness of moral values within a Christian ethos. Compassion
* RESPECT: Promoting high standards of behaviour and fostering a sense of respect and responsibility for self and others. Respect
* INDEPENDENCE: Helping children develop a range of skills to be confident and self-assured learners with excellent attitudes to learning. Generosity
* SELF-MOTIVATION: Fostering self-reliance, so that pupils enjoy the challenge of learning and are resilient to failure. Perseverance
* HAPPINESS: Creating a safe, nurturing and stimulating learning environment in which children can flourish. Friendship

**Confidentiality Policy**

**Aim**

To protect the children and staff at all times and to give all stakeholders clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the workings of the school which is clearly understood by pupils, parents/carers, staff and governors.

**Rationale**

All Saints CE First School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment for the pupils and the staff. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child’s voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. **Sharing information unnecessarily is an erosion of trust.**

**Objectives**

1. To provide consistent messages in school about handling information about the children once it has been received.
2. To foster an ethos of trust within the workings of the school.
3. To ensure that staff, governors, parents, pupils and volunteers are aware of the school’s confidentiality policy and procedures.
4. To reassure pupils and the staff that their best interests will be maintained.
5. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality, the school has a duty to report child protection issues.
6. To ensure that there is an equality of provision and access for all including monitoring of cultural, gender and Special Educational Needs.
7. To ensure that if there are child protection issues that the correct procedure is followed.
8. To ensure that confidentiality is a whole school issue and ground rules are set for the protection of all.
9. To ensure that parents have a right of access to any records the school may hold on their child but not to those of any other child that they do not have parental responsibility for.

**Guidelines**

* All information about individual children is private and should only be shared with those staff who need to know.
* All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
* The school continues to actively promote a positive ethos and respect for all individuals.
* The school prides itself on good communication with parents and carers and staff are always available to talk either that day or by a mutually convenient appointment.
* All pupils and staff have a right to the level of confidentiality irrespective of gender, race, religion, medical conditions and special educational need.
* Confidentiality is a whole school issue and these clear ground rules are set for all aspects of the school’s work and organisation.
* Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such discussions and papers are confidential and any confidential issues require governors to exercise the highest degree of prudence when discussion of issues arises outside of the governing body.

**Monitoring and Evaluation**

The policy will be reviewed as part of the school’s monitoring cycle on a bi-annual basis.

**Conclusion**

All Saints CE First School has a duty of care and responsibility towards its pupils and staff. The care and safety of the individual is the key issue behind this document.