

Luxulyan C P Academy

Policy Co-ordinator – Paul Towe

Confidentiality Policy

***Date:* December 2016**

***Review Date:* December 2019**

At Luxulyan C P Academy, we are committed to safeguarding children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive during their time with us in a safe and happy environment.

In accordance with the DFE 7 golden rules for information sharing;

We remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

We will be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

We will seek advice if we are in any doubt, without disclosing the identity of the person where possible.

We will share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. We may still share information without consent if, in our judgement, that lack of consent can be overridden in the public interest. We will need to base our judgement on the facts of the case.

We will consider safety and well-being: Basing our information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

Necessary, proportionate, relevant, accurate, timely and secure: We will ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

We will keep a record of our decision and the reasons for it – whether it is to share information or not. If we decide to share, then record what we have shared, with whom and for what purpose.

Working with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the group can do so with confidence, we will respect confidentiality in the following ways:

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- Parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss any individual child, other than for purposes of curriculum planning/group management/safeguarding, with people other than the parents/carers of that child.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be referred to the member of staff in charge of Child Protection and relevant members of staff will be informed in the best interests of the child.
- Students and parents working and observing in the class will be advised of our confidentiality policy and will be required to respect it.
- The only time this confidentiality policy may be broken is if staff feel a child is 'at risk'. In such cases we will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the DfE (see Safeguarding and Child Protection Policy)