



# The Oaks CE Learning Federation Confidentiality Policy

## Our Vision

*Connected through the values of love, respect and compassion. Three separate schools, we journey together to grow physically, spiritually, emotionally and intellectually, so that everyone can fulfil their potential. We strive to preserve the wonder of childhood, whilst ensuring our children are future ready.*

*"Be strong and of good courage, do not be afraid nor be dismayed for the lord your God is with you wherever you go" Joshua 1:9*

The Oaks CE Learning Federation recognises that staff, governors, parents and pupils have a right to have information about them kept confidential. This is essential for maintaining trust in the school and to comply with various other school policies

Following this policy is a condition of employment in the school and breaches of it may lead to disciplinary action.

Following the policy is also a condition of being a volunteer in this school and breaches of it may lead to a volunteer being asked to leave.

### **Discussing Pupils and Staff**

Discussions among employees, governors or volunteers about others should be purposeful – this will avoid discussions which could be classed as gossip. Confidential information must only be shared on a need to know basis and with people who have a right to receive it. Pupils and staff must never be discussed in the hearing of anyone who does not have the right to receive such information.

Should members of staff, governors or volunteers notice each other disclosing confidential information in this way, they must draw attention to it with the persons concerned and if necessary report the incident to the Headteacher.

### **Recorded Information**

Recorded information of a confidential nature concerning staff, governors, volunteers or pupils must be kept in a lockable cabinet. Information must not be left unsecured or lying around. Confidential information must never be left on an unattended computer screen. Confidential information being entered into a computer should be password protected – e.g. on the school network.

### **Transfer of Information**

Confidential information about staff, governors or pupils will be transferred to people outside the school under the circumstances listed below:

- a) When disclosure is required by a warrant or a court order
- b) When an employee, governor or volunteer considers that a non disclosure would pose a serious risk to the welfare of a child or employee, governor or volunteer.
- c) When an employee, governor or pupil leaves or moves to a new school or employer.

When transferring information care must be taken to ensure that it is accurate. When transferring information to outside agencies, the credentials of those who will receive the information should be verified. If there is any doubt, no information should be transferred to them.

- Where confidential information is transferred by post, it should be clearly addressed to the person who has the right to receive it and marked 'confidential'.
- Where the information is transferred by phone, it should only be given to the person authorised to receive it.
- We should avoid transferring confidential information by fax but if this is essential, the recipient must be contacted by telephone to advise them of the fax.
- Common transfer forms (CTF) for pupil data will be transferred electronically using the DFES secure website.

When information is picked up in person, eg. when a cohort of children transfer to junior school, we will only release it to an authorised person. All information should be transferred only to people who have a right to receive it. When transferring information about a named person, due regard should be given to protecting the confidentiality of information regarding anyone else referred to within that information.

### **Retention of Records**

Records of pupils must be kept whilst the child attends Copythorne, Netley Marsh or St Michael & All Angels Infant Schools. After this time, any relevant records must be transferred to the pupil's future school. Any confidential information that is not relevant and therefore not transferred must be disposed of confidentially.

Records of employees and governors must be kept whilst a person is employed at Copythorne, Netley Marsh or St Michael & All Angels Infant School. After this time, any relevant information must be passed to the employee's new employer. Any confidential information that is not relevant and therefore not transferred must be archived if required, or disposed of confidentially.

### **Internal Information**

The content of staff meetings, internal communications and staff notice boards is classed as confidential information and should be treated as such according to this policy.