

GLENBERVIE SCHOOL



Confidentiality Policy

Introduction

This policy exists to protect children, parents, carers, families and staff and to ensure that everyone is absolutely clear about issues of confidentiality and what the procedures and routines are in respect of this matter.

Confidentiality is not disclosing any information about health and social care, finances, personal/family situation with anyone other than those who have a right to know.

In the course of their work, staff will have access to information that is confidential. This will include, but is not exclusive:

- Medical details
- Marital status
- Parents' employment situation
- Court orders – concerning child's residence or contact with family members including foster children and Social Work Department placements
- Child protection – where there is cause for concern, staff can pass on relevant information following the set procedures without parental knowledge. This is the only exception to the policy of open information to the parent or carer
- Religion
- Addresses and phone numbers
- Child development records – shared with parents, staff and relevant professionals and schools at appropriate times

Aims

We are responsible for the maintenance of accurate and proportionate records for all of the children and staff at Glenbervie School. We will ensure confidentiality and the safe keeping of these records.

Our priority for sharing is to protect and improve outcomes for children. Information will be shared in order to promote the wellbeing of children and will only be shared with the consent of individuals (or parents/guardians), unless a child protection situation is suspected.

Our information sharing will be proportionate and appropriate, and stop families having to tell their story repeatedly to different professionals.

United Nations Conventions on the Rights of the Child

Article 3

Parties shall ensure that the institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.



Article 16 (right to privacy)

Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

Article 17 (access to information from the media)

Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help

protect children from materials that could harm them.

Article 18 (parental responsibilities and state assistance)

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

Article 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them

Procedures

All the information regarding children, families and staff that we have access to in the course of our work, is strictly confidential. We will not discuss details of this with family, friends or in the wider community.

Children must not be discussed with other professionals unless they are directly involved with the child's care. This will be carried out in a private place where the conversation will not be overheard. The information shared will only be information that is relevant to that professional or agency to help support the child or family.

We will:

- Restrict conversations about children to a confidential and professional setting i.e. we will not discuss children, parents or carers in school where they may be overheard
- Not discuss staff, children, parents or carers outside the school
- Be mindful of visitors in our setting
- Not discuss other people's children with a parent or carer
- Not discuss other staff with parents/carers
- Only discuss confidential information with outside agencies with permission of the Head Teacher

All staff will complete the General Data Protection Regulation (GDPR) Awareness Course and will sign to indicate when the training was undertaken.

Training

ALDO

- General Data Protection Regulation (GDPR) Awareness Course
- Children's Rights & Participation
- GIRFEC – Information Sharing

Policy Review

Date of Issue: October 2021

Date of Review: December 2022

Date to be Reviewed 2025

Policy Author: Jenny Glennie, Head Teacher

References

The Human Rights Act 1998

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

UNCRC Rights of the Child

<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

Children (Scotland) Act 1995

<https://www.gov.scot/publications/scotlands-children-children-scotland-act-1995-regulations-guidance-volume-1-support-protection-children-families/documents/>

Children & Young People (Scotland) Act 2014

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2016/12/children-young-people-scotland-act-2014-national-guidance-part-12/documents/00511327-pdf/00511327-pdf/govscot%3Adocument/00511327.pdf>

Aberdeenshire Council Teach Yourself: general Data Protection Regulation

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/Legal%20and%20People/Information%20Governance/Data%20Protection/GDPR%20-%20Guide%20for%20Staff.pdf#search=gdpr>