

# **Cairney School**



## **CONFIDENTIALITY POLICY**

**August 2016**

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

In the course of their work staff will have access to information that is confidential.

This will include:

- 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.
- Religion
- Addresses and phone numbers
- Child development records and achievement– shared with parents, staff and relevant professionals and schools at appropriate times

It is essential that information be kept within these boundaries. It is therefore expected that staff (including students) –

- Do not discuss children / parents / carers outside the school
- Do not discuss other people's children with a parent / carer
- Do not discuss children / parents / carers in school where they may be overheard
- Only discuss confidential information with outside agencies with permission of the Head Teacher.

Parents / carers will be made aware that records are kept on their child and that information may be shared with staff where necessary. Parents / carers have access to their child's records.

Files are kept in a locked filing cabinet in the school office. They will only be accessed by staff who are bound by the confidentiality policy.

Personal information relating to health matters will be kept available and accessible to those who need it in the school office.

No personal information will be kept in open access documents (e.g. diaries).

All staff records are kept confidential. Staff may see their own records at any time.

## Confidentiality Policy

*Date of Original policy: August 2016*

<b>Revision No.</b>	<b><i>Details of Change</i></b>	<b><i>Date</i></b>
<b>1</b>	<b>Consultation with staff</b>	<b>August 2016</b>
<b>2</b>		
<b>3</b>		

**Do you have any comments to make regarding the Confidentiality Policy?**

Signed \_\_\_\_\_

Please tear off and return to the Head teacher Cairney School