

MAVISBANK SCHOOL

POLICY - CONFIDENTIALITY

RATIONALE

This policy has been drawn up to safeguard the interests of staff, pupils and their families of Mavisbank community.

Because of the special nature of the school, it is necessary for staff to share information within the classroom and in the wider school community. Various other personnel also spend time in the school. These include nursing and social care students, work experience pupils and volunteers and parents. Provision must be made for them to share in, and be included in, confidentiality policies and principles.

AIMS

- Demonstrate that confidentiality is treated with importance throughout the school at all times
- Prevent breaches of confidentiality in Mavisbank.
- To comply with the Data Protection Act
- To ensure that all concerned are aware of the need for confidentiality in all issues regarding pupils and staff.
- To ensure that this document is displayed and made freely available to all staff and placement personnel

IMPLEMENTATION

- Demonstrate that confidentiality is treated with importance throughout the school at all times
- The Authority considers us to be professional and expect that we maintain professionalism at all times
- Personal information about the pupils should not be discussed outwith the school. The sharing of pupil information should only take place in privacy i.e. classrooms with relevant people present.
- Permission from parents/guardians should be required for photos, videos etc. to be displayed and used.
- Discretion should be used when discussing pupil issues with escorts and drivers
- Staff should not disclose any information regarding another child to any parents
- Staff should be aware of the procedures for accessing confidential files which are kept in a secure place, e.g. co-ordinated support plans, reports from external agencies
- Children / Young People Acute Deterioration Management (CYPADM) policies are kept under lock and key in the Head teacher's office
- CYPADM policy information will be shared when necessary with appropriate members of staff in a sensitive and discreet manner
- Staff members involved in Child Protection Circular 57 should consult school policy and conduct themselves accordingly
- Staff should be discreet regarding information given to work experience / students
- It is essential that all visitors who have a placement here will have a thorough induction and be made fully aware of the complex issues involved and the vital need for confidentiality in all matters
- Students on placement should be required to present their work folder to the class team leader during, and on completion of the placement

Reviewed: John Lochrie, Eileen McDonnell Sept 2014

To be reviewed: Sept 2017