

Aim

To protect the individual at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

Rationale

Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives

- To provide consistent messages in school about handling information about children or parents once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, parents and pupils are aware of the school's confidentiality, policy and procedures.
- To reassure pupils and or parents that their best interests will be maintained.
- To encourage children to talk to their parents and carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in all activities ground rules are set for the protection of all.
- To understand that health professionals are bound by different code of conduct.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

Guidelines

All information about individual children or personal information shared by parents is private and should only be shared with those staff that have a need to know.

All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.

The school actively promotes a positive ethos and respect for the individual:

- a. The school has appointed a senior lead teacher for child protection who receives regular training.
- b. There is clear guidance for the handling of child protection incidents. And all staff have regular training on child protection issues.
- c. There is clear guidance for procedures if a member of staff is accused of abuse.
- d. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
- e. Information collected for one purpose should not be used for another.

Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

The school prides itself on open lines of communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern.

The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

The school has appointed a senior member of staff as Child Protection Officer. Child protection procedures are understood by staff and training is undertaken regularly for all staff.

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHCE session dealing with sensitive issues such as sex and relationship and drugs. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Please refer to the Home School Agreement and consent form regarding photographs taken in school. Photography in school is also outlined in the Child Protection Policy.

Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening. However, parents should be aware that information about their child will be shared with the receiving school when they change school. All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in a confidential manner and once read should be returned for secure filing. Logs of administration of medication to children should be kept secure and each child should have their own individual log. In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff, children and occasionally parents. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Staff access to the school servers must be through a strong password.

Monitoring and Evaluation

The policy will be reviewed as part of the schools monitoring cycle.

The PSHCE scheme of work, Sex and Relationship Education Policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.

The Headteacher has responsibility for monitoring this policy. Following any curriculum monitoring a positional statement is written which contributes to the School Development Plan.

Conclusion

Great Wood School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

Reviewed by School Governors: Spring 2018

Privacy Notice – How we use pupil and parent information.

We process personal information relating to our pupils and may receive information about them from their previous school, local authority and the Department for Education. We hold this personal data to: -

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions

Our school nurse works in partnership between Great Wood and the NHS to organise vaccinations and to support students after hospitalisation. We would like to make you aware that we therefore share contact information and changes to our student population with the NHS, via the School Nurse Service, once each year. This includes name, DOB and address. There is a separate Privacy Notice for School Nurse, Eyes, Teeth, Height and Weight on our website.

We will not give information about our pupils or parents to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about our pupils or parents to the Dept. of Education. This information will, in turn, then be made available for use by the local authority.

If you need more information about how our local authority and/or DfE collect and use pupils or parents' information, please visit:

- Our local authority website at:
<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personal-information>
- the DfE website at:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

The lawful basis on which we use this information The condition for processing under the General Data Protection Regulation (GDPR) May 2018 is:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Following Covid, in order to have a better understanding of the impact of Covid on attendance the DfE subcontracted a company to pull the attendance data. The privacy notice for this request is only available through this link

https://drive.google.com/file/d/1ak5l8zV1ZSeSlkigoFAvcBqct6Ze_rA5/view

If you want to receive a copy of the information about you that we hold, please contact the Head teacher.

Privacy Notice - Collection of Health Assessments/Questionnaires at Year 6

Blackpool Teaching Hospital NHS Foundation Trust are a provider of school nursing services in North Lancashire. The school shares class list information for the purposes of the collection of health assessments (Reception, Year 6 and year 9) with school nursing services.

The school can share this information with school nursing services using **Article 6 GDPR**:

Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party

The legitimate interest is *to provide public health services and improve health and wellbeing outcomes for children and young people*. Processing is necessary to facilitate:

School Nursing services offering support to address individual health needs. School Nurses and their employing organisation will have access to children's individual information, in order for them to identify and offer further support to children or young people who require their services. School Nurses adhere to national standards of confidentiality unless they have cause for concern around best interest/ safety issues. The School Nurses will keep a record of your health assessment/ questionnaire within the Child Health Record.

The information collected from questionnaires will also be used to form a summary report for your school. This is anonymised information that will support schools to understand the health needs of their pupils and allow them to target resources appropriately. The School Nurses may be providing advice to your school in response to these anonymised reports to help understand and respond to the health needs of your school.

The Local Authority being Lancashire County Council will also use this information at an anonymised level in order to understand and address the population health needs of children and young people in areas of Lancashire and make appropriate plans and actions.

If you need more information about how the Lancashire County Council or Blackpool Teaching Hospitals NHS Foundation Trust store and use your information, then please go to the following websites:

<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personal-information-and-your-right-to-access-it.aspx>

<http://www.bfwh.nhs.uk/>

Lancashire County Council, Blackpool Teaching Hospital NHS Foundation Trust are a data controller for the purposes of the Data Protection Act.

During Year 6 pupils will be asked to complete a Health Needs Assessment Questionnaire on a controlled, secure and protected web-platform. The purpose of collecting this information is to allow:

- School Nurses to offer you support to address individual health needs, School Nurses and their employing organisation will have access to your individual information, in order for them to identify who may require further support or who require their services. School Nurses adhere to national standards of confidentiality unless they have cause for concern around safety issues. The School Nurses will keep a record within your Child Health Record if you do require any further support or guidance. This will also allow School Nurses to understand the health needs of schools
- The information collected from questionnaires will also be used to form a summary report for your school. This is anonymised information will support schools in understanding health needs of their pupils and allow them to target resources appropriately
- The Local Authority being Lancashire County Council will also use this information at an anonymised level in order to understand and address the population health needs of children and young people in areas of Lancashire and make appropriate plans and actions.

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Privacy Notice – Public Health (Schools)

Lancashire County Council have also provided a Privacy Notice to inform parents of the information that the public health team will collect and why. This is available on our website and available at the School Office

To be Reviewed by the school:	Feb 22	Approved by Governors:	Mar 22
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