



INSPIRING FUTURES PARTNERSHIP TRUST

CONFIDENTIALITY POLICY

Policy Type	General
Updated By	Melanie Wilson
Updated in	May 2019
Next review	May 2021

Inspiring Futures Partnership Trust **Confidentiality Policy**

Aim

To protect the child 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

Inspiring Futures Partnership Trust (IFPT) seeks to put the child at the heart of the learning environment. The school seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues, which may arise about confidentiality. We are committed to developing creative and positive ways of the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. It is understood that sharing information unnecessarily is an erosion of trust and that a professional approach will be used in all matters of confidentiality.

Objectives

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

Guidelines

At IFPT, all information about individual children is private and is only shared with those staff that have a need to know. Information about a child that is personal, medical or involved the social services is held in a safe and secure place, which can not be accessed by individuals other than academy staff.

The Trust actively promotes a positive ethos and respect for the individual in many ways. Designated People have been appointed to handle child protection issues, with clear guidance. All staff are aware of the policy and the procedures and receive regular training on child protection issues. The staff at IFPT are also aware that effective sex and relationship education, which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a

child protection issue and to handle all issues regarding different types of families in a sensitive manner.

Any intolerance about gender, faith, race, culture or sexuality is unacceptable and the policy for behaviour and racial equality should be followed.

IFPT prides itself on good communication with parents/ carers and staff are always available to talk both to children and parents/ carers about issues that are causing concern. IFPT encourages children to talk to parents/ carers about issues causing concern and may in some cases support the children to talk to their parents. Individual academies would share with parents/ carers, any child protection disclosure before going to inform the correct authorities.

Photographs of the children must not be used without parent/ carers permission, especially in the press and on the internet.

Monitoring and Evaluation

The policy will be reviewed as part of the Trust's monitoring cycle. The PSHCE scheme of work, Sex and Relationship Education and Drugs Policy will enable identified opportunities to deliver aspects of this policy in specified year groups, which will be reviewed, monitored and evaluated regularly. A continued approach, of regular training for child protection issues will also be monitored.

Confidentiality Notice

This document and the information in it are provided in confidence, for the sole purpose of Inspiring Futures Partnership Trust, and may not be disclosed to any third party or used for any other purpose without the express written permission of Inspiring Futures Partnership Trust.

Any form of reproduction, dissemination, copying, disclosure, modification, distribution and or publication of this material is strictly prohibited.