



# **Confidentiality Policy**

**Issue Date: May 2023**

**Review Date: May 2025**

**United Nations Convention on the Rights of the Child  
(UNCRC):**

- All children have the right to Privacy (Article 16).

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# VISION

At Kilronan School we aim to provide a happy, safe and stimulating learning environment where pupils are motivated to achieve, feel valued and are respected as individuals. We believe our inclusive approach meets the needs of each pupil and empowers them to reach their full potential through experience of and participation in all aspects of the curriculum.

We are committed to:

- Putting pupils first
- Providing a welcoming, dynamic and supportive learning and teaching environment
- Delivering the Pre-School/ NI Curriculum/ School Leavers Programme, through an individualised and child centred approach
- Ensuring that the highest standards of Pastoral Care, Safeguarding and Child Protection are in place
- Promoting and sustaining good behaviour
- Treating everyone with dignity and respect
- Continuing to foster and develop effective home/school links
- Working together as a team for the benefit of each pupil
- Working collaboratively with Allied Health Professionals and other agencies to ensure the needs of pupils are met
- Developing and maintaining close links with other schools and the local community for the mutual benefit of all
- Giving all staff opportunities for appropriate continuing professional development
- Embracing new opportunities and innovative approaches to meet the changing needs of the pupils and the school

## 1. Introduction

- 1.1 Parents/Guardians entrust their children to our care, and it is the responsibility of Kilronan Staff to ensure that the highest standards of safeguarding and protection are in place for every pupil (see Safeguarding and Child Protection Policy) and legal duty to comply with GDPR UK procedures (see GDPR UK/Data Protection Policy).

Confidentiality is a vital element of the induction process which is in place for all staff and those on placement (see Induction Policy).

## 2 It is essential that:

- 2.1 Information about pupils is not disclosed to anyone outside school.
- 2.2 School issues are not discussed with anyone outside school.
- 2.3 Individual pupil progress should not be discussed with other parents/guardians or anyone outside of school (Queries should be referred to the Principal, Vice Principal, Head of Department or Class Teacher who will deal with this appropriately and if necessary, in accordance with the Safeguarding and Child Protection Policy).
- 2.4 School documents (policies, procedures, etc) should not be duplicated or distributed to any person or outside agency without seeking permission from the principal.
- 2.5 Personal information about staff should not be disclosed e.g., addresses or telephone numbers should not be given without the consent of the person concerned, except in the case of an emergency.
- 2.6 Information known about pupils outside of the school capacity e.g., clubs, respite centres, etc. should not be shared directly with school and vice versa. Any relevant information should be discussed and shared only through line managers.
- 2.7 Home School Communication (e.g., seesaw messages) is read firstly by the class teacher and where appropriate by the classroom team/HOD. Information will only be disseminated and shared to parties who have signed up to school communication app and have parental responsibility/guardianship.

- 2.8** Photographs and information relating to pupils are not to be taken by staff, volunteers or students, for use in coursework or outside of school, without consent being sought in writing from parents/guardians.
- 2.9** In the best interest of safeguarding, students will only be able to use photographic evidence for use in portfolios using school photographic equipment. Images must be downloaded and printed on the school premises and no digital images can be taken out of school. Personal mobile devices must not be used in any circumstances to take images within school.
- 2.10** There should be no reference to school via personal social networking.
- 2.11** Parents and staff should contact the school directly to speak to the principal in regard to any concerns or queries. Issues are not to be discussed publicly on a social media platform.

## MONITORING AND REVIEW

This policy will be monitored appropriately and reviewed for revision as necessary.

Signed: *Rm. Lubbe* (Chairperson of Board of Governors)

Signed: *Shaclene Dechow* (Principal)

Date: 18<sup>th</sup> May 2023

Version	Date	Revision Author	Summary of Changes
2	April 2023	Policy Subcommittee	Format to include vision and content page.