



## CONFIDENTIALITY POLICY

**Reviewed and revised - December 2018 | Next review – December 2021**

### **1. Policy Statement and Principles**

The following policy represents the agreed principles for confidentiality throughout the Madrasah. All Madrasah staff will have agreed to this policy.

### **2. Confidentiality**

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the Designated Safeguarding Lead, head teacher or Chair of trustees (depending on who is the subject of the concern).

That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with the Data Protection Act 1998 principles. Information is:

- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary
- Processed in accordance with the data subject's rights
- Secure

Records of written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items will also be kept in locked storage.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the head teacher or DSL.

The Data Protection Act does not prevent Madrasah staff from sharing information with relevant agencies, where that information may help to protect a child.

**Other important factors Madrasah will adhere to will be:**

- Details / records (contact numbers, address, personal history etc) of each child whether in paper format or electronic records MUST be kept secure at all times.
- Parents will have ready access to the files and records of their own children but will NOT have access to information about any other child. Management or staff must also NEVER give contact details of any child, parents or member of staff to any 3<sup>rd</sup> party unless required by law.
- Madrasah staff will not use pupil data for personal use.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parent/carers of the child. Staff must also limit discussing the progress of a child to Madrasah times and premises ONLY.
- When discussing a pupil with his/her parents, ensure that the child is NOT compared to another child. Each child is independent and possesses his/her unique qualities.
- If a member of staff is aware (or made aware by management etc.) of a personal or family situation of a child/parent, this must NEVER be discussed with other members of staff.
- Staff must refrain from discussing personal matters of other members of staff. This will create an unhealthy environment amongst colleagues.