

SCHOOL POLICY DOCUMENT

Data Protection Policy



Maesybryn Primary School

Ysgol Gynradd Maesybryn

Headteacher: Mr Simon Roberts

Reviewed, revised and approved in:

June 2017

Maesybryn Primary School Data Protection Policy

AIM

This policy is aimed at protecting children at all times and to give stakeholders clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by all.

INTRODUCTION

Maesybryn Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. We seek to implement the underlying principles of the *Every Child Matters Agenda* and to address the issues, which may arise about confidentiality. This supports the School's investment in the UNCSC / RRSA.

We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. 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
- ✓ To foster an ethos of trust within the school
- ✓ To ensure that staff, parents, pupils, governors, volunteers and students are aware of the school's confidentiality policy and procedures
- ✓ To reassure pupils that their best interests will be maintained
- ✓ To ensure that pupils and parents know that school staff cannot offer unconditional confidentiality
- ✓ 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 lessons ground rules are set for the protection of all
- ✓ 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.

IMPLEMENTATION

1. All information about individual children is private and should only be shared with those staff on a need to know basis.

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- 2.** 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 designated members of school staff.
- 3.** The school continues to actively promote a positive ethos and respect for the individual:
 - a. The school has designated members of staff responsible for safeguarding who receive regular training.
 - b. There is clear guidance for the handling of child protection incidents and all staff, including non-teaching, have regular training on child protection issues.
 - c. There is clear guidance for procedures if a member of staff is accused of abuse. Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the school's Staff Discipline Policy.
- 4.** Parents and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
- 5.** The school prides itself on good communication with parents and staff are always available to talk to both children and parents about issues that are causing concern. The school encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents.
- 6.** Parents and children should feel reassured that only in exceptional circumstances confidentiality will be broken.
- 7.** All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and additional learning needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.
- 8.** Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSD/PSE session dealing with sensitive issues – including bullying.
- 9.** 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.
- 10.** Health professionals have their own code of practice dealing with confidentiality. 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 and children.
- 11.** 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 assessments 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.

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- 12.** All personal information about children including Children's 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 envelopes/files and once read should be returned for secure filing.
- 13.** 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.
- 14.** Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed after use.
- 15.** 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. Maesybryn Primary has a named Link Governor for Data Protection. (Chris Wells)
- 16.** 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.
- 17.** Staff should exercise prudence and consider the dignity of individuals during conversations on the school site, for example in the staff room, particularly if non-members of staff are present and in the presence of children.
- 18.** Non-members of staff, for example, students and voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement – in line with LA procedures / charts.
- 19.** All information held electronically must be securely kept. All laptops and computers are password protected and these should be changed regularly. Any information that needs to be transferred, should be either emailed using secure Hwb emails or held on an encrypted USB stick. No information should be held on a machine or tablet which is not owned by the school. It is the responsibility of each member of staff to maintain data security as a breach could result in financial penalties and disciplinary procedures.

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MONITORING & EVALUATION

This policy will be reviewed as part of the school's monitoring cycle and at least every two years. However, it may be reviewed or amended before this period of time if there is new legislation or if suggestions are made as to improving the policy.

CONCLUSION

Maesybryn Primary School has a duty of care and responsibility towards pupils, parents 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.

Signed:
(Chair of Governors)

Signed: Headteacher
Date:

This amended policy is to take effect as of the above date.