



## 1.04

### Confidentiality Policy

All personnel at Silverhill School and Day Nursery i.e. staff, parents, carers, children and significant others, should have the right to expect information given or regarding them, to be kept confidential.

#### Conversation

- Confidential conversations should be undertaken in an appropriate area in order that information is not overheard by others
- If confidential details arise during a conversation in an inappropriate or public area, the member of staff should stop the conversation and suggest moving to an appropriate area.

#### Sharing Information

- Whilst a person giving information should assume that confidentiality applies, they should be asked if the information should be shared with any other members of the school. It is often important that information of a confidential nature is shared with a class teacher, in order for them to treat a child with appropriate reassurance. This may need to be pointed out to the parent.
- While those listed in paragraph 1 have a right to confidentiality it should be noted that there may be certain circumstances when there is a legal obligation to disclose information to others.
- The parents (or significant person) will be informed of any such disclosure as soon as is practicably possible.
  - Examples of such circumstances might include:
    - a medical emergency – disclosure of relevant information to a hospital, a doctor, or ambulance personnel.
    - suspected child abuse – disclosure to Social Services

#### Records and Documents

Confidential records and documents should be stored appropriately. Records which are kept by electronic means will be subject to current data protection legislation.

Parents have a right to see any confidential records or documents relating to their child, by request. (See: *9.02 Subject Access Request Policy and Procedure & 9.05 Information Sharing*)

This policy was adopted by	Silverhill School
Date	January 2019
Review date	January 2020
Name of signatory	Mrs Jenifer Capper
Role of signatory	Headmistress