



Milngavie Primary School and ELCC

CONFIDENTIALITY

Confidentiality is an essential element of the work of the school. Parents and carers must have the utmost confidence in those who may be in possession of personal information about the child. Although sharing information with colleagues, other professionals and outside agencies, is often important in the learning and development of children, the guiding principle should be to consider - who needs to know what.

Procedures

- Confidential information given by parents/carers on enrolment forms is between the parent/carer and the Headteacher. Information will be stored securely on the Seemis system. *
- Agreement should be reached between Headteacher and parent about who else may have access to this information e.g. administration staff. *
- Information from parent/carer shared with the teaching staff on the child's admission, or during the session, will be treated confidentially. *
- Information on a child's progress and achievement will be shared only with the parents/carers of the child, whether this information is verbal e.g. in day-to-day contact, on parents' evenings or in written reports. *
- Confidentiality rules would only be broken if the Headteacher or staff had information which led them to suspect that there was a child protection issue. Child protection policy would then apply.
- Only information important to a child's development and welfare in the school will be discussed in or kept by the school, unless leads to the point above.

Storage of Confidential Information

- The Learning Journal for each child should only be available to staff, the child and his/her parent/carer. Parents will be asked provided information about secure access to this and asked for their approval or otherwise to allow them access to this resource.
- Some children will have confidential individual files e.g. for those children with special educational needs, in need of support in their learning, with a particular medical condition or where there is concern for their welfare and/or protection. These individual files will be kept by the Headteacher/Depute Headteachers in a secure location

Responsibilities

- It is the responsibility of all staff to follow the guidance on confidentiality given in this policy.
- The Headteacher/Depute Headteachers or teaching staff will inform new parents about this policy.

Parental Involvement

Parents/carers will be informed and consulted about the contents of this policy as part of the admission procedure and through annual data capture.

New legislation relation to the freedom of information allows you access to any information held about you or your child by the local authority. If you feel that we posses information which you would like access to, please contact the school so that the necessary access paperwork can be completed.

*New GDPR Regulations apply as of 25th May 2018

Garry Graham
Headteacher

May 2018