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**Shawlands Primary School**

**Information Sharing Policy**

**Updated by D Thompson in May 2018.**

**Signed…………………………………..**

**Approved by the Governing Body on:**

**Signed……………………………………**

**Information sharing falls into two distinct groups:**

**Case by case**

This is for the sharing of information between front line services, where the professional judgement of those concerned will be deployed to ensure the wellbeing of the child.

**Bulk information**

This is the sharing of information with:

* Local Authority data via the secure email system.
* The DfES S2S website for the transfer of pupil data.
* Payroll through secure portal.
* Human Resources through secure portal.

**Guidelines on confidentiality**

1. All information about individual children is private and must only be shared with staff that have a need to know.

2. All social services, medical and personal information about a child is held in a safe and secure place which is not accessed by individuals other than school staff.

3. The school prides itself on good communication with parents/carers and staff are available to talk to both children and parents/carers about issues that are causing concern.

4. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

5. Confidentiality is a whole school issue. Clear ground rules are set for any classroom work such as circle time and other PHSCE session dealing with sensitive issues such as sex and relationships and drugs.

6. All children, parents, staff members and governors must enjoy privacy from gossip. Matters are dealt with according to the school’s procedures and out of the eye of the wider community. It is important that:-

* Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
* No member of staff discusses an individual child’s behaviour in the presence of another child in school.
* Staff do not enter into detailed discussion about a child’s behaviour with other children or their parents.
* Governors do not divulge information about individuals (be they staff, families or individual children) to any person outside of the meeting. Confidential papers should be collected and destroyed. 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. 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.
* Parents in school, working as volunteers do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.
* Staff appraisals will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data are stored securely by the Headteacher.
* Safeguarding and Child Protection matters are made known to staff on a need to know basis.
* It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.

7. Staff should be aware of children with medical needs. This information should be accessible to staff who need it but not on general view to other parents/carers and children.

8. Photographs of children should not be used without parents/carers permission. At no time should the child’s name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during public school events.

9. Information about children will be shared with parents but only about their child. However parents should be aware that information about their child will be shared with the receiving school when they change school.

10. All personal information about children including social 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 and, once read, will be filed securely.
* Logs of administration of medication to children should be kept secure and individual logs kept as appropriate.
* In all other notes, briefing sheets etc, a child should not be able to be identified.
* Individual’s details will only be passed to outside bodies when essential and appropriate.

**Other Professionals**

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working in a classroom, they are bound by relevant school policies. In line with best practice guidance, like other school staff, they will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting, by negotiating ground rules and using distancing techniques.

**SIX KEY POINTS ON INFORMATION SHARING**

1. You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (see glossary for definition) including where seeking consent might lead to interference with any potential investigation.
2. You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.
3. You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgement on the facts of the case; there is sufficient need to override that lack of consent.
4. You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it and shared securely.
6. You should always record the reasons for your decision – whether it is to share information or not.
7. The Headteacher should be kept informed of the information being shared.

**Conclusion**

Shawlands School has a duty of care and responsibility towards pupils, parents/carers 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.