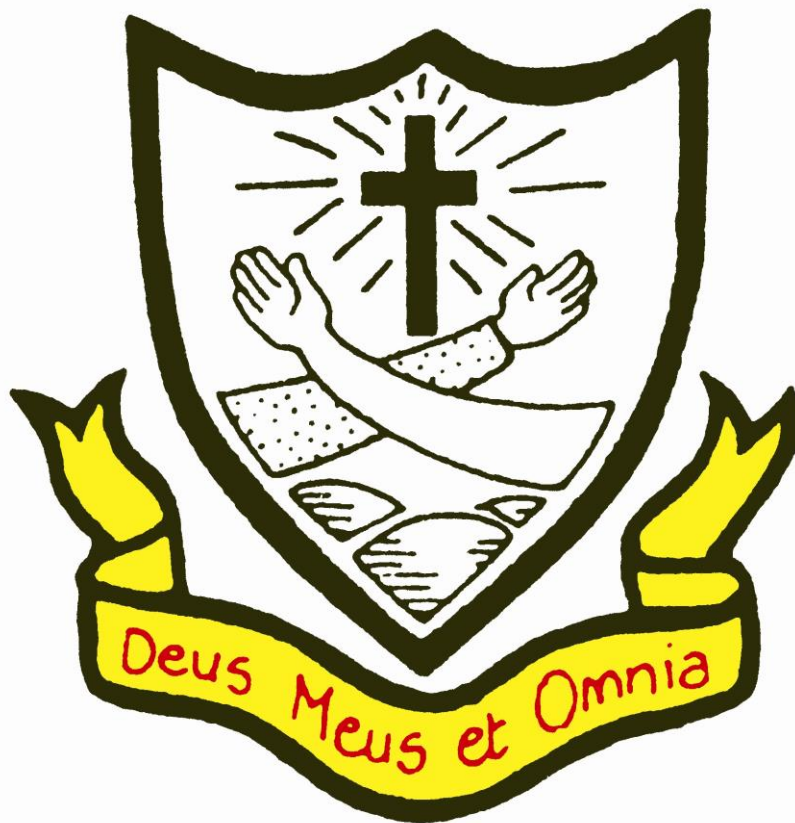


CONFIDENTIALITY POLICY



St. Clare's Primary School
Harold's Cross
Dublin 6W

Roll Number 16651H

RCN 20116699

Introduction

This document outlines the purpose, nature and operational management of confidential information in St. Clare's Primary School.

Aim

- to protect the student at all times and to give staff clear, unambiguous guidance as to their legal and professional roles
- to ensure good practice throughout St. Clare's Primary School that is understood by student, parent(s)/guardian(s) and staff

Rationale

St. Clare's Primary School seeks to put the student at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the student's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. The safety, well-being and protection of our students are the paramount consideration in all decisions staff at St. Clare's Primary School make about confidentiality.

St. Clare's Primary School understands confidentiality to mean that no information regarding a student shall be shared with any other school, external agency or person without the student and/or parent(s)/guardian(s) prior, expressed consent, except where legally obliged to do so.

Objectives

- To ensure that staff, parents and students are aware of the confidentiality policy and procedures
- To ensure that students and parent(s)/guardian(s) know that school staff cannot offer unconditional confidentiality
- To ensure that if there are child protection issues that the correct procedure is followed, in accordance with Children First: National Guidance for the Protection and Welfare of Children and Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools 2017
- To ensure that confidentiality is a whole school issue and that staff are aware of the limits to confidentiality
- To ensure that parents have a right of access to any records the school may hold on their child but not to that of any other student.

Scope

This policy applies to all staff.

Guidelines

- Data will be stored securely, so that confidential information is protected in compliance with the Data Protection Acts 1988 to 2018 and the EU General Data Protection Regulation 2016/679 (GDPR). Personal Data and Special Category Personal Data (formerly described as “sensitive personal data”) will be stored by the College as outlined in the Data Protection Policy.
- St. Clare’s Primary School has appointed a Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDLDP). There is clear guidance with regard to all Child Safeguarding issues.
- All information is kept with the best interest of the student in mind at all times.
- Sharing of any information should be done only on a need to know basis and only when it is in the best interest of the student or staff member concerned. Ensure that the person to whom you are providing information has a valid legal entitlement to receive that information.
- Information collected for one purpose shall not be used for another.
- When meeting with parent(s)/guardian(s), only information relating to their own child should be discussed.
- Student or school business should not be discussed outside school hours and or during social occasions by any member of staff.
- Discussion of student and or school business is strictly forbidden on social networking sites.
- Care must be taken when commenting on a student’s actions or behaviours, personal or family circumstances during conversations in the staff room.
- Student teachers on placement may be made aware of Individual Behaviour Plans where relevant and at the discretion of the class teacher.
- Meetings involving confidential details in relation to school or student/family business should not take place in a public area where discussion can be overheard.

- Family preference for privacy should be respected at all times. Individual families should always be consulted before any photos, videos, etc. are permitted to be used in the media or in any public arena e.g. newspapers, TV, websites, for use student projects etc. Specific permission forms will be circulated to parents in this instance.
- Names, address and phone numbers of any family should not be circulated to anyone without their consent. Names, address and phone numbers should not be on public display in the school or in individual classrooms.
- Any information, written or recorded relating to a student is regarded as private and confidential and is only available to specific/relevant members of staff and family.
- Private and sensitive information relating to a student and their family which comes to staff attention should only be discussed with the School Principal, Deputy Principal and or SLT and should not be shared publicly.
- Behaviour records and attainment records for individual students should not be publicly displayed in classrooms.
- Handwritten notes should be transferred to the school administration system Aladdin as soon as possible adhering to high standards of ethics and professionalism when entering notes about a student on Aladdin.
- All personal information should be regarded as confidential. All confidential information shall be kept out of view from unauthorised personnel and locked when not in use.
- Confidential documents should not be left unattended on printers, photocopiers, classrooms, teacher's desk and/or offices. All documents should be destroyed in accordance with St. Clare's Primary School Data Protection Policy when they are no longer required.
- A unique username and password is provided to each staff member to access the school administration system Aladdin. Users may be allocated different access rights. Respect access and permission levels.
- Passwords are unique and should never be shared or left on display.
- Staff shall keep their username and password confidential and not disclose or allow any person access the system using their username and password. In the event of any misuse or loss username and password the Principal shall be notified immediately.

- Staff should always log out of their school administration account Aladdin and never leave computer screens unlocked when unattended.
- The school administration system Aladdin should not be accessed through an unsecure network and/or internet connection.
- Users are automatically logged out school administration account Aladdin after a period of inactivity is detected.
- All students have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of students with medical needs and this information should be accessible to staff who need that information but not on general view to other parent(s)/guardian(s) and students.

Staff

St. Clare's Primary School staff should not promise absolute confidentiality. No member of the school's staff can or should give such a promise.

At St. Clare's Primary School, it is important for teachers/SNAs to share their concerns about students with colleagues in a professional and supportive way, on a need to know basis, to ensure staff receive the guidance and support they need and the students' safety and well-being is maintained.

St. Clare's Primary School staff are reminded that the use of social media, as set out in the school's Acceptable Use Policy and in the Social Media Guidelines and Acceptable Use Policy for Employees also falls under the Confidentiality Policy.

Monitoring and Evaluation

The Principal and members of the SLT have responsibility for monitoring this policy.

Reference to other Policies

This policy is intended to be used in conjunction with the following policies:

- Child Safeguarding Policy
- Critical Incident Management Plan
- Code of Behaviour
- Data Protection Policy
- Internet Acceptable Use Policy (AUP)

- Pastoral Care Policy
- SEN Policy
- SPHE Policy
- Social Media Guidelines & Acceptable Use Policy for Employees
- Stay Safe Policy

Policy Review

This policy will be reviewed every two years and amended as necessary.

Ratification and Communication

The Board of Management adopted this policy at a meeting on 3 May 2023. A copy of this policy is circulated to the school community.

Signed: *Sr. Mercedes Loeu*
Chairperson, Board of Management

Date: 03.05.2023

Date of Next Review: May 2025