

Confidentiality Procedures

School of the Holy Spirit

Confidentiality pertaining to all school matters is of paramount importance to all those who work in our school. Confidentiality refers to the limited use of information about School of the Holy Spirit students, parents and staff which may be obtained by staff during the course of their work. The school is mindful of its position of trust and there is a full expectation that a professional approach will be used in all matters of confidentiality. This document should be read in conjunction with the school Data Protection Policy, updated in November 2020.

N.B. 'Staff' refers to all staff in School of the Holy Spirit - Principal, Teachers, SNAs, Ancillary staff, substitutes, Students on placement and School Bus Escorts.

1. Sharing any information should only be done on a need to know basis and only when it is in the best interest of the pupil or staff member concerned.
2. All personal information about a pupil or staff member should be held in a safe and locked location which cannot be accessed by individuals other than the principal, or staff members if directed to do so.
3. Only the principal or class teacher can discuss information relating to a student with the parents/guardians. All other staff members must decline to enter into such a conversation, and refer the parents/guardians to the Principal or Class Teacher.
4. When meeting with parents/guardians, only information relating to their own child should be discussed.
5. Staff should decline to enter into any conversation relating to other students in the school.

6. Pupil/school business should not be discussed outside school hours during social occasions by any member of staff. School business should not be discussed on transport vehicles or in areas of the school environment. It is particularly important not to identify any student by full name outside of the school building/premises.
7. Discussion of pupil/school business is strictly forbidden on social networking sites. Engagement in discussion on any social networking sites with current or past School of the Holy Spirit pupils is to be discouraged.
8. Care must be taken when commenting on a student's actions or behaviours, personal or family circumstances during conversations in the staff room. Only positive affirming comments may be made in the presence of others.
9. Students on placement can be made aware of Individual Behaviour Support Plans where relevant and at the discretion of the teacher.
10. Meetings involving confidential details in relation to school or pupil/family business should not take place in a public area where discussion can be overheard.
11. 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, websites. Specific permissions are sought from parents in this instance.
12. Displaying of photos of pupils and their work is occasionally practised throughout the school. Photograph displays with student's first names should always portray students in the best positive light.
13. Parents should only receive photos of their own child. In some instances (i.e. school leavers collage) photos of other students are included. In this event permission to circulate their photos should be received from the parents of the other students.
14. Names, addresses or phone numbers of any family/staff member should not be circulated to anyone without their consent. Names, addresses and phone numbers should not be on public display in the school or in individual classrooms.

15. Any information, written or recorded relating to a student is regarded as private and confidential and is only available to specific/relevant members of the school team and family. Such information can be released with recorded consent of parents.

16. Private and sensitive information relating to a student and his/her family which comes to staff attention should only be disclosed with the school Principal, Deputy Principal or the most senior teacher present in the school and should not be shared publicly.

Parents/guardians need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues. Behaviour records and attainment records for individual pupils should not be publicly displayed in classrooms.

I, _____ have read the above Confidentiality Procedures in relation to School of the Holy Spirit and agree to abide by it.

Signed: _____

Date: _____

Signed: _____

Date: _____

Principal