



## 11. Confidentiality Policy

*With reference to -*

Human Rights Act 1998

Data Protection Act 1998

Freedom of Information Act 2000

### **Aims**

Alamiyah believes that establishing and maintaining trust is the key to effective relationships between staff, parents and children. Core values that underpin our ethos include the preservation of respect, dignity and honour of all those involved in the school. In order to honour these values confidentiality must be maintained at all times.

Alamiyah will therefore commit to:

- treating any information regarding your child or your family provided to staff either verbally or in writing as confidential.
- building trusting relationships with children, parents, carers and staff.
- respecting the privacy, dignity and honour of all staff, children and their parents / carers.

### **Methods**

Confidentiality is assured in order to maintain trust and confidence in the school, therefore:



## **Parents**

- have ready access to the files and records of their own children but do not have access to information about any other child.

## **Staff**

- will not discuss personal information about parents or children with other members of staff except where it affects the child's needs.
- will share information with parents or carers only in order to support the child's development.
- may need to seek the help and advice of outside professionals in certain circumstances. If this action is taken, the parent or carer's permission will first be sought.
- will not discuss any aspect of a child and their development in the presence of other children or parents other than the child's own parents or carers.
- Induction includes an awareness of the importance of confidentiality.

## **The Principal/Headteacher**

- will maintain confidentiality on issues to do with the employment of staff, whether paid or unpaid.
- Only those persons directly involved in HR and those making personnel decisions will have access to staff data.
- will advise all students on recognised qualifications and training of our confidentiality policy and their requirement to respect it.



## Storage of Confidential Information

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible to those who need access to this information.
- All children's files will be stored for 7 years from the time the child leaves the setting, after which time records will be deleted and destroyed.
- Guidance on retention records contained in the appendix of the Data Protection Policy will be observed.
- The school is registered with the Information Commissioner's Office (ICO) which is a requirement Under the Data Protection Act. The Data Protection Act 1998 requires every data controller (eg organisation, sole trader) who is processing personal information to register with the ICO, unless they are exempt.

All the undertakings above are subject to the commitment of the school to the safety and well-being of the child. Please see also the section on confidentiality in the Alamiyah safeguarding policy.

All members of staff agree to respect the Alamiyah confidentiality policy and have signed a copy of this document to indicate their agreement.

Name	Position	Signature	Date
Saahera Motara	Principal		



Hanan Musa	Headteacher		
Nasima Bobat	Deputy (Elementary)		
Humma Elahi	Deputy (Children's House)		
Melahat Kabay	Montessori Teacher		
Jaweeria Yousaf	Montessori Teacher		
Sumaira Tahir	Early Years Teacher		
Grace Drewell	Senior Administrator		
Aamina Pujara	Administrator / Arabic Teacher		
Sanaa Said	Arabic Teacher		
Emine Said	Quran Teacher		
Shazna Chowdhury	Cleaner		

This policy was adopted at a meeting at Alamiyah School

Held on: .....

Signed on behalf of the Alamiyah School: .....

Date of Review: July 2018