

Al Ittihad National Private School

Confidentiality Policy

Reviewed by	Date	Signature

AIMS

To create a safe school community with a positive atmosphere in which students and all staff learn to value themselves and each other.

To make a positive contribution to health and safety of the School Community

Rationale:

- The safety, wellbeing and protection of our students are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our students' wellbeing and safety.
- It is an essential part of our school culture that trust is established to enable students, staff and parents/guardians to feel that they are supported and safe.
- Students, parents/guardians and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- The school's attitude to confidentiality is easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Issues concerning personal information, relationships and other personal matters can arise at any time.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to about any health, relationships or other personal issues they want to discuss.

Objectives

- To provide consistent messages in school about handling information about children once it has been received.
- To foster a culture of trust within the school, by treating every student with respect, dignity, privacy and in a non-judgmental way.
- To raise staff, student and parent awareness of the school's confidentiality policy and procedures.
- To ensure that staff, students and parents are aware of the limits of confidentiality and that it is not unconditional.
- To reassure students that their best interests will be maintained.
- To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.
- To ensure that if there are child protection issues then the correct procedure is followed.

School Confidentiality Policy

- All information about individual students is private and should be shared only with those staff members who have a need to know.
- All medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than the particular staff member who is in-charge.
- All teachers' files containing personal information, appraisals, warnings/achievements should be held in a safe and secure place which cannot be accessed by individuals other than the particular staff member who is in-charge.
- Salaries of self or others should not be discussed with colleagues/parents/staff members.
- The school continues to actively promote a positive culture and respect for the individual:
 - The Principal of the section has ultimate responsibility for child protection.
 - There is clear guidance for procedures for the handling of child protection incidents.
 - There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
 - Staff is aware of the need to handle all issues about different types of families in a sensitive manner.
 - Any intolerance about gender, faith, race, culture is unacceptable and should follow the school's discipline policy.
 - Information collected for one purpose should not be used for another.
- Parents and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues to relevant/responsible authorities.
- The school prides itself on good communication with parents, and that the staff is always available to talk to both students and parents about issues that are causing concern. The school encourages children to talk to parents about issues causing them concern and in some cases may even support the students to talk to their parents. The school would share with parents any child protection disclosure before going on to inform the relevant/responsible authorities.

Implementation

The above objectives would be met by:

- Members of Growth and Development Department in coordination with the Section Principals would oversee the review and implementation of this policy.
- Promote the Whole School Confidentiality Policy to students and parents by providing information about the Policy at Parents' Evenings and using the Newsletter to share its boundaries and procedures.
- The policy would be placed in the Parents/students' Handbook /Teachers' Guide/Administrative Handbook
- All school staff, including teaching, HR, Students' Affairs, Accounts, Administrative staff , Health professionals (e.g. school nurse and Doctor) will be informed of this policy and will support its implementation through a close supervision and strict follow-up.

Review

- The policy will be reviewed every 2 years or whenever deemed necessary by the Director General and Members of the Growth and Development Department /Section Principals in light of events. It will also be reviewed to reflect the DSIB/NEASC/CIS Standards/guidance to schools.

To Whom the Policy Applies

- Main Administration
 - Director, Assistant Directors, Academic Advisor
 - HR Department
 - Students' Affairs
 - Accounts
- Section Administration
 - Principals
 - HODs
 - Administrators
 - Supervisors
 - Office staff
 - Teachers
- Clinic
 - Doctor
 - Nurse