

Confidentiality Policy

This Draft Policy was designed in order to:

- Have regard for the integrity of pupils' welfare
- Offer protection for those volunteers who give their time to the school
- Be fully cognizant of regulations outlined in GDPR>
- Provide assurance and confidence to parents in general that those who volunteer are unambiguously bound by strict guidelines and have due respect for your child's privacy.

Statement:

Confidentiality pertaining to all school matters is of paramount importance to all those who work or visit our school, and especially those who are in contact with staff and students. This is imperative in the case of those who have direct contact with pupils who may be experiencing difficulty or have a variety of learning styles. This is a sensitive area, requiring all involved to have due regard for the privacy and confidentiality of all, as any parent would wish for their child. Discussion about a child's progress with any party other than the Principal, Behaviour

Analyst, Classroom Teacher or class SNAs who work directly with a student at the time is not tolerated.

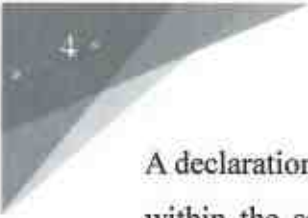
All teaching staff are to communicate with parent(s) using the saplins.org email. Student initials are to be used in written communication.

N.B. "Staff" refers to ALL staff in Saplins Special School Rathfarnham including Multi-disciplinary team members, students on placement, substitute staff and Bus escorts.

1. 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 pupil or staff member concerned.
2. When meeting with parents, only information relating to their own child should be discussed. Staff should decline to enter into any conversation relating to other pupils in the school.
3. 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 where non staff members may be in a position to hear. It is particularly important not to identify any student by full name outside of the school building / premises.
4. Discussion of pupil / school business is strictly forbidden on social networking sites.
5. Care must be taken when commenting on a pupil'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.
6. Students who need to use our plans for their study must apply to the Principal. In some instances access to redacted policies may be granted.
7. Students on placement can be made aware of Individual Student Support Plans and Positive Behaviour Support Plans where relevant and at the discretion of the teacher and behaviour analyst.

8. 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.
9. 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, t.v., websites, for use in 3rd level student projects etc. A distinction should be made if material is to be used for professional training. Specific permission forms are circulated to parents in this instance.
10. Displaying of photos of pupils and their work is commonly practised throughout the school. Photograph displays with pupils' first names should always portray pupils in the best positive light.
11. Parents should only receive photos of their own child. In some instances (i.e. School leavers collage) photos of other pupils are included. In this event permission to circulate their photos should be received from the parents of the other pupils.
12. 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.
13. Any information, written or recorded relating to a pupil 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.

Declaration of Confidentiality:



A declaration of confidentiality must be completed and signed by all those who volunteer/work within the school, indicating that they clearly understand and are willing to abide by the guidelines governing this policy.

Declaration of Confidentiality

If you agree to the Confidentiality Policy March 2020, we would ask you to sign and return the following declaration.

I, _____ (Print Name) do hereby agree to keep **confidential** all matters arising during my time within Saplings Special School Rathfarnham.

Signed: _____

Date: _____

Ratification of Policy

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____