

Sonas

Special Junior Primary School

Cork Road, Carrigaline, Co. Cork

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Roll No. 201620

Confidentiality Policy

Confidentiality refers to the limited use of information about pupils, parents and staff members which may be obtained by staff during the course of their work.

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

1. Sharing of information should be done only on a need to know basis and only when it is in the best interest of the child or staff member concerned.
2. When meeting with parents, only information relating to their own child only should be discussed. Staff should decline to enter into any conversation relating to other pupils in the school.
3. Under no circumstances should the children/school business be discussed outside school hours or on social media sites.
4. Care must be taken when commenting on a child's actions during conversations in the staff room, transport vehicles or other areas of the school and its environs where non-staff members may be in a position to overhear. It is particularly important not to identify any student by full name outside of the school building.
5. Care must also be taken when interacting with pupils and staff from other schools as part of our integration programme. Information pertaining to our pupils or their families must not be shared. If staff or pupils from these schools persist in asking questions, however well meaning, please redirect them to the principal of Sonas.
6. Meetings should not take place in the staff room as others using the room are put in a position where they can overhear conversations.
7. As Sonas Special Junior Primary School has a policy of accepting students for work placements, it is imperative that information sharing with students is strictly on a 'need to know' basis, bearing in mind their level of training and experience. Students do not attend general (i.e. non-training) staff meetings or multi-disciplinary meetings.

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, TV, 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. Names, address and phone numbers of any family should not be circulated to anyone without their consent.
12. 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.
13. Private and sensitive information relating to a pupil and his / her family which comes to staff attention should only be discussed with the School Principal, Deputy Principal or the most senior teacher present in the school and should not be shared publicly.
14. Behaviour records and attainment records for individual pupils should not be publically displayed in classrooms and should be identified by pupils' initials rather than full names.

I, _____ have read the above *Confidentiality Policy* in relation to Sonas Special Junior Primary School and agree to abide by it.

Signed: _____ Print Name _____

Date: _____

14 January 2014
Ratified by BOM on 22 January 2014.