



## **Safeguarding, Confidentiality and Health and Safety**

### **Philosophy**

Child protection and safety is the concern of all members of staff. Any concerns should always be discussed with our designated safeguarding lead Mrs Bowden, the procedures in the safeguarding policy followed and a concern/disclosure form completed.

- All the children are entrusted to us while at school and each child has a right to a confidential environment;
- Health and Safety issues are given priority;
- The school believes in upholding British Values;
- Data protection is a priority throughout the school.

Confidentiality affects all members of our school community, including staff, parents, children, visitors and governors. It affects the way in which the school operates and the way in which it provides a service in the community. Maintenance of confidentiality is essential and impacts upon our school in a negative way if confidentiality is broken. This is a particularly important issue in a small community such as ours, making the demands of confidentiality particularly important.

### **To whom does the policy apply?**

Staff (teaching, support, administration, caretaking, catering), Governors, Visitors and Volunteers.

### **Reporting Concerns**

Should a member of staff have concerns about child protection, confidentiality or health and safety, this should be communicated to senior management as soon as possible.

The golden rule is always, "What is in the best interest of the children at our School?"

### **When you arrive**

Each time you are here please sign in at reception. Please wear a visitor sticker/badge, and don't forget to sign out when you leave.

## Staff and Volunteer Code

- Where there is a Safeguarding issue, concerns should be discussed with the Designated Safeguarding Lead and procedures followed;
- Please familiarise yourself with school policies on the website. (A computer is available in the library if you would like to access the site at school. There is also a folder of school policies available for view on request);
- All pupil details are confidential. This includes: written details, conversations in school relating to children, observations of pupil behaviour in school. None should be disclosed outside school;
- All staff details are confidential. This includes: written details, conversations in school relating to staff, observations of staff behaviour in school. None should be disclosed outside school;
- All parent details are confidential. This includes: written details, conversations in school relating to children, observations of pupil behaviour in school. None should be disclosed outside school;
- Meetings – all details are confidential until published in the minutes;
- Where parents or other interested parties request information about school which is confidential, they need to be directed to the correct channels e.g. class teachers, head teacher, governors. 'Gossip' or 'Leaks' about school, children, parents or staff are never acceptable;
- The staff room is a place for staff to relax and all conversations are confidential;
- Please draw any health and safety issues to the attention of the headteacher;
- Please familiarise yourself with emergency evacuation procedures;
- Photographs of children must only be taken on school cameras, never personal cameras or mobile phones;
- Phones to be left in the reception or staff room unless permission is received from the headteacher;
- Do not post any information or photographs about school on social networking sites. Please do not become 'friends' with pupils through social media;

Thank you for supporting the positive learning environment of our school.

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### **St Neot Primary School Child Protection, Confidentiality and Health and Safety Policy**

I agree to the St Neot School Confidentiality and Child Protection Staff and Volunteer Policy above.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_