

## Confidentiality and client access to records

IN REFERENCE TO : GENERAL DATA PROTECTION REGULATION 2018

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf)

### Policy Statement

Definition: 'Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.'

### INFORMATION SHARING: PRACTITIONERS' GUIDE

In our school, staff can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they have access to high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

#### *EYFS key themes and commitments*

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. KeepingSafe	2.1. Respecting each other 2.2. Parents as partners	3.4. The wider context	

## 1. Confidentiality procedures

### **Our Commitment:**

The expectation regarding acceptable behaviour towards other pupils is made clear through the School's internal rules, reinforced by the anti-bullying policy, PSHCE lessons, the behaviour and discipline policy, as well as incidental form periods and assemblies.

Where a pupil (or member of staff or volunteer) makes an allegation about the behaviour of a pupil or pupils against another pupil, and this is deemed to be – or could be deemed to be abuse, the allegation must be reported to the Child Protection Officer. The relevant guidelines outlined within this policy will be adhered to. Most situations would be covered by the anti-bullying policy and so the member of staff should write down the incident exactly as reported and liaise with member of the Senior Management Team who will work with the Child Protection Officer, following the anti-bullying policy procedures. The bully and victim will be dealt with separately in the first instance.

### **Notification:**

Our data processing activities will be registered with the Information Commissioner's Office (ICO) as required of a recognised Data Controller. Details are available from the ICO: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

*Changes to the type of data processing activities being undertaken shall be notified to the ICO and details amended in the register.*

*Breaches of personal or sensitive data shall be notified within 72 hours to the individual(s) concerned and the ICO.*

### **Personal and Sensitive Data:**

*All data within the school's control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individual to whom it relates.*

*The definitions of personal and sensitive data shall be as those published by the ICO for guidance: <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>*

*The principles of the Data Protection Act shall be applied to all data processed:*

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive
- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection.

**Fair Processing / Privacy Notice:**

*We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individual's data.*

*Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as 'Children' under the legislation.*

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/>

*There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example local authorities, Ofsted, or the department of health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.*

*Te intention to share data relating to individualsto an organisation outside ofou school shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external parties in circumstances where it is a legal requirement to provide such information.*

*Any proposed change to the processing of individual's data shall first be notified to them.*

*Under no circumstances will the school disclose information or data:*

- that would cause serious harm to the child or anyone else's physical or mental health or condition
- indicating that the child is or has been subject to child abuse or may be at risk of it, where

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the disclosure would not be in the best interests of the child recorded by the pupil in an examination

that would allow another person to be identified or identifies another person as the source, unless the person is an employee of the school or a local authority or has given consent, or it is reasonable in the circumstances to disclose the information without consent. The exemption from disclosure does not apply if the information can be edited so that the person's name or identifying details are removed

in the form of a reference given to another school or any other place of education and training, the child's potential employer, or any national body concerned with student admissions without the parents consent.

### **Data Security:**

*In order to assure the protection of all data being processed and inform decisions on processing activities, we shall undertake an assessment of the associated risks of proposed processing and equally the impact on an individual's privacy in holding data related to them.*

*Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:*

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2014/02/privacy-impact-assessments-code-published/>

*Security of data shall be achieved through the implementation of proportionate physical and technical measures. Nominated staff shall be responsible for the effectiveness of the controls implemented and reporting of their performance.*

*The security arrangements of any organisation with which data is shared shall also be considered and where required these organisations shall provide evidence of the competence in the security of shared data.*

### **Data Access Requests (Subject Access Requests):**

*All individuals whose data is held by us, has a legal right to request access to such data or information about what is held. We shall respond to such requests within one month and they should be made in writing to:*

Helene Knupffer

La Petite Ecole Bilingue Stewart International School 90 Oxford

No charge will be applied to process the request.

Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

**Other schools**

If a pupil transfers from La Petite Ecole Bilingue - Stewart International School to another school, their academic records and other data that relates to their health and welfare will be forwarded onto the new school. This will support a smooth transition from one school to the next and ensure that the child is provided for as is necessary. It will aid continuation which should ensure that there is minimal impact on the child's academic progress as a result of the move.

**Examination authorities**

This may be for registration purposes, to allow the pupils at our school to sit examinations set by external exam bodies.

**Health authorities**

As obliged under health legislation, the school may pass on information regarding the health of children in the school to monitor and avoid the spread of contagious diseases in the interest of public health.

**Police and courts**

If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.

**Social workers and support agencies**

In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.

**Educational division**

Schools may be required to pass data on in order to help the government to monitor the national educational system and enforce laws relating to education.

**Right to be Forgotten:**

Where any personal data is no longer required for its original purpose, an individual can

*demand that the processing is stopped and all their personal data is erased by the school including any data held by contracted processors.*

### **Photographs and Video:**

*Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in school only.*

*Unless prior consent from parents/pupils/staff has been given, the school shall not utilise such images for publication or communication to external sources.*

*It is the school's policy that external parties (including parents) may not capture images of staff or pupils during such activities without prior consent.*

### **Location of information and data:**

*Hard copy data, records, and personal information are stored out of sight and in a locked cupboard. The only exception to this is medical information that may require*

*immediate access during the school day. This will be stored with the school files but accessible to the first aider.*

*Sensitive or personal information and data should not be removed from the school site, however the school acknowledges that some staff may need to transport data between the school and their home in order to access it for work in the evenings and at weekends. This may also apply in cases where staff have offsite meetings, or are on school visits with pupils.*

*The following guidelines are in place for staff in order to reduce the risk of personal data being compromised:*

- *Paper copies of data or personal information should not be taken off the school site. If these are misplaced they are easily accessed. If there is no way to avoid taking a paper copy of data off the school site, the information should not be on view in public places, or left unattended under any circumstances.*
- *Unwanted paper copies of data, sensitive information or pupil files should be shredded. This also applies to handwritten notes if the notes reference any other staff member or pupil by name.*
- *Care must be taken to ensure that printouts of any personal or sensitive information are not left in printer trays or photocopiers.*
- *If information is being viewed on a PC, staff must ensure that the window and documents are properly shut down before leaving the computer unattended. Sensitive information should not be viewed on public computers.*
- *If it is necessary to transport data away from the school, it should be downloaded onto a USB stick. The data should not be transferred from this stick onto any home or public*

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- computers. Work should be edited from the USB, and saved onto the USB only. USB sticks that staff use must be password protected.

*These guidelines are clearly communicated to all school staff, and any person who is found to be intentionally breaching this conduct will be disciplined in line with the seriousness of their misconduct.*

### **Data Disposal:**

The school recognises that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk.

All data held in any form of media (paper, tape, electronic) shall only be passed to a disposal partner with demonstrable competence in providing secure disposal services.

All data shall be destroyed or eradicated to agreed levels meeting recognised national standards, with confirmation at completion of the disposal process.

Disposal of IT assets holding data shall be in compliance with ICO guidance:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

The school has identified a qualified source for disposal of IT assets and collections. The school also uses Shred-it to dispose of sensitive data that is no longer required.

### **Legal framework**

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation-2018>

### **Further guidance**

'Information sharing: advice for practitioners providing safeguarding services (2018)'

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

## Information sharing

“Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe..”

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf) ‘Information sharing: advice for practitioners providing safeguarding services (2018)’.

### POLICY STATEMENT

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- It is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the Head Teacher and/or Proprietor. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2. Inclusive practice 1.3. Keeping Safe	2.1. Respecting each other 2.2. Parents as partners	3.4. The wider context	



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**PROCEDURES**

Our procedure is based on the 7 golden rules for information sharing as set out in

1) Information sharing: advice for practitioners providing safeguarding services (2018)

Remember that the **Data Protection Act** is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

➤ Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies:

2) Be open and honest.

➤ Explain to families how, when and why information will be shared about them and with whom. → **Privacy notice**

➤ Seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

➤ In our school we ensure parents/carers:

○ Receive information about our information sharing policy when starting their child in the setting, and sign a form to say that they understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult. This is on our registration form;

○ Have information about our Safeguarding Children and Child Protection policy;

○ Have information about the circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

3) Seek advice when there are doubts about possible significant harm to a child or others.

➤ The leadership team contact children's social care for advice where they have doubts or are unsure.

4) Share with consent where appropriate.

Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wish.

➤ Guidelines for consent are part of this procedure.

5) The school leadership team are conversant with this and are able to advise staff accordingly. We consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding 'significant harm' the child's well-being and safety is paramount.

In our school we:

➤ Record concerns and discuss these with the school's designated person for

Child protection matters;

- Record decisions made and the reasons why information will be shared and to whom; and
  - Follow the procedures for reporting concerns and record keeping.
- 6) Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely.
- Our Child Protection procedure and Record Keeping procedure set out how and where information should be recorded and what information should be shared with another agency when making a referral.
- 7) Reasons for decisions to share information, or not, are recorded.
- Provision for this is set out in our Record Keeping procedure

## CONSENT

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign a form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.
- Copies are given to parents of the forms they sign.

## The principles

The principles set out below are intended to help practitioners working with children, young people, parents and carers share information between organisations. Practitioners should use their judgement when making decisions about what information to share, and should follow organisation procedures or consult with their manager if in doubt.

**The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.**

### Necessary and proportionate

When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties.



Information must be proportionate to the need and level of risk.

### **Relevant Only**

Information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

### **Adequate**

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

### **Accurate**

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

### **Timely**

Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

### **Secure**

Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.

**Record** Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary.

In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

We consider the following questions when we need to share:

- Is there legitimate purpose to sharing the information?
- Does the information enable the person to be identified?


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- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

All the undertakings above are subject to the paramount commitment of the school, which is to the safety and well-being of the child.

### Legal framework

Data Protection Act 2018 Human Rights Act 1998

### Further guidance

Information Sharing: Guidance for Practitioners and Managers

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## RECORD KEEPING

### 1. Children's records

#### **POLICY STATEMENT**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

#### *EYFS key themes and commitments*

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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1.2. Inclusive practice

2.1. Respecting each other

3.1. Observation, assessment and planning

## PROCEDURES

We keep two kinds of records on children attending our setting:

### a. Developmental records

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

These are usually kept in the classroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

### b. Personal records

These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.

Parents have access, in accordance with our Client Access to Records policy, 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 given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We retain children's records for three years after they have left the setting. These are kept in a secure place.

### c. Other records

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students - including those on work-experience - when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

## Legal Framework

Further guidance

Information Sharing: Guidance for Practitioners and Managers (DCSF 2018)

## 2. School's own records

### POLICY STATEMENT

We keep records for the purpose of maintaining our school.

These include:

- Lease documents and other contractual documentation pertaining to amenities, services and goods. (Proprietor)
- Financial records pertaining to income and expenditure. (Financial Officer)
- Risk assessments.
- Employment records of staff. (Office Manager)
- Training records of staff
- Performance management

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2. Inclusive practice	2.1. Respecting each other	3.3. The learning environment	

### PROCEDURES

All records are the responsibility of the Head Teacher, Office Manager, Financial officer or Owner who ensures they are kept securely.

All records are kept in an orderly way in files and filing is kept up-to-date. Financial records are kept up-to-date for audit purposes by the Finance Officer.

Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.

All our employment and staff records are kept securely and confidentially.

## Practice Guidance

### Schools' Recording of Child Protection Concerns Background

Ofsted studied a series of serious case reviews and identified school record keeping as an important factor in keeping children safe.

Their review said " Specific concerns about school records were noted in 15 of the 50 evaluations in relation to the adequacy and accuracy of records, and in four cases it was noted that school records had been lost."

And on recording incidents, issues and concerns over time " There were some good examples of schools keeping a record over time, but the significance of the information had not been recognised. In other cases school records were poor even when a child was subject to a formal monitoring process, such as those with a statement of special educational needs."

As a result the section 5 guidance on safeguarding inspection by ofsted includes the requirement that..... "inspectors should take into account the extent to which the school records information relevant to safeguarding concerns clearly and accurately and shares it appropriately, both internally and with other agencies"

This should be done by "evaluating the quality of recording, by reviewing at least one case file of a pupil where there have been child protection concerns."

And at Appendix 7 in the guidance ofsted provided questions to ask in evaluating schools recording ( see app Practice Guidance This guidance applies to child protection files but can also guide the management of children in need, CAF and SAFE files.

### Structure and Content of Files •

Each child for whom there has been any c p concern from a minor suspicion years ago to an ongoing case where a child is subject to a cp plan should have a cp file that is separate from their school education file.

- The child protection file has a separate legal status from pupil education files.
- The file should contain all papers from a note of a teacher's concern to conference minutes
- Inside the front cover should be a chronology and index showing all documents, incidents, consultation with social care or child protection advisors, referrals, meeting attended, decisions taken, notes of any review of the pupils progress undertaken at school, which staff are told about a pupil's case and why and any role they are to take in the response to the



## Concern.

- The chronology has a crucial role in allowing current and future staff to get an overview of the case so that any new development can be assessed in the correct context.
- The file should reflect that it is a tool for monitoring and implementing a pro-active management of the child protection case in the school.
- Quality of recording. See attached ofsted appendix Transfer of Files There is a duty for schools to transfer a copy of any child protection file to any new school that the pupil joins. This applies even if the case is closed. The file should be transferred from designated teacher to designated teacher. Management of Files
- Files should be kept in a locked cabinet to which the designated teacher controls access.
- Files should be cross-referenced to the school education file so that current and future staff can know there is a child protection file.
- Schools should maintain a list of vulnerable pupils and child protection concerns should be a category of vulnerability.

### Long Term Storage of Files

There is no clear guidance on how long schools should store child protection files. However, files may be needed for a variety of purposes.

They may need to be linked to concerns about younger siblings.

They may be needed for future court hearings either in the family proceedings court or civil action for compensation. They may be needed for future serious case reviews.

For all these reasons it is best to store the file permanently, pending any further national guidance on storage times.

Files can be scanned and saved electronically.

The LA can advise on agencies and costs involved in this process.

### Appendix 1. OFSTED GUIDANCE ON RECORDING

Briefing for section 5 inspectors on safeguarding children

Annex 7. Evaluating the quality of records relating to safeguarding issues Possible questions to consider – this is not a definitive list.

Are records up to date and complete?

Do records demonstrate both effective identification and management of the risk of harm?

Do records demonstrate sound decision-making, appropriate responses to concerns and evidence of relevant referrals made in a timely manner?

Do they indicate that appropriate action is taken in response to concerns and allegations in a timely manner?



Do they show evidence of tenacity in following up concerns with relevant agencies?

Do they provide evidence of effective partnership working and sharing of information?

Is there evidence of attendance at or contribution to inter-agency meetings and conferences?

Is there clarity about the school's policy relating to the sharing of information internally, safe keeping of records, and transfer when a pupil leaves the school?

### Legal framework

Data Protection Act 1998 Human Rights Act 1998

Ofsted guidance on recording

Staff must not discuss any missing child incident with the press.

## Policy on the use of Photographic Devices

La Petite Ecole Bilingue acknowledge that the use of photography in all its forms – conventional, video and digital is a positive force for learning, care and development, and in broad terms wish to do nothing which might seek to curtail its beneficial use.

However, we acknowledge that there are potential difficulties arising principally from the abuse of photography, and some legal complications concerning permissions, authority and European Law.

Nonetheless, in this policy we seek to make some simple guidance for the school and all its users, staff, parents, governors and visitors.

### DEFINITION

Throughout this policy the words “parent/carers” shall be defined as the legal guardians of the child, who have parental responsibility for them.

#### *EYFS key themes and commitments*

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe	2.1. Respecting each other 2.2. Parents as partners	3.4. The wider context	

### 1. The right to privacy

The parent/carer of any child attending the nursery has the right for whatever reason to insist that their child is NOT recorded photographically in any way.

To facilitate this, on entry to the school, each parent/carer is required to sign a permission form which makes it clear that this is to be the case.

Under no circumstances will anyone take a photograph that includes a child whose parents/carers have expressly refused permission.

For this reason, and to remove all doubt, ALL visitors to Nursery who wish to take still or moving photographs must ask permission from the Head Teacher or his/her representative on each occasion.

Photographs of children, which show their faces, will not be published on the Internet, as stills, mpegs or streamed video without parents' separate and express permission.

Photographs published outside the Nursery will never include the child's name unless specific permission has been sought and granted by the appropriate parent/carer.

## **2. The right to specific exclusion**

There are occasions during the year where parents may wish to photograph and especially video a group of children – the Winter Show / Party for example.

As parents will have signed the permission forms, it will be assumed that they have no objection to other outside individuals taking pictures.

If they wish to object, they must notify the school, as they will be deemed to have consented.

## **3. The right to decency**

The school will do nothing to reduce a child's dignity, nor permit anything to take place which demeans or belittles a child, or which in any way makes them more vulnerable.

Photographs are taken by staff of activities and individuals taking part, as a record, and as entertainment, and for education of children themselves. Students take photographs for their own records and pieces of work.

Children will never be photographed in a state of undress, i.e. in less than normal indoor clothing, whatever the circumstances. This is non-negotiable.

They will not be photographed when distressed, nor when their behaviour could be held up to ridicule.

## **4. Delegation of Responsibility**

The use of cameras and videos is one which has the potential for significant disagreement where many parents/carers are involved, and feelings can run high. The school Owners delegate the powers of decision in any dispute to the Head Teacher who will have their total support in any backing for this purpose, as he/she will be acting within the letter or spirit of this policy.

## **E-Safety policy**

### **1. Introduction**

Our e-Safety Policy has been written by the school, building on The London Grid for Learning (LGfL) Exemplar Policy and other example policies and documents.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

## 2. Context and Background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger
- Web based voice and video calling (e.g. Skype)
- Online chatrooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. YouTube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smartphones with e-mail, messaging and internet access

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

An effective range of technological tools;

- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

## 3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of the Parent's Committee, aims to embed safe practices into the culture of the school

### b. Leadership team

The SLT ensures that the Policy is implemented across the school via the usual school monitoring procedures

### c. e-Safety Co-ordinator

Our school e-Safety Co-ordinator is Alice Blunden (Deputy Head)

She is responsible for keeping up to date on all e-Safety issues and ensuring that staff are



Nov. 19 updated as necessary.

Nov. 19

Senior Management Team

The Senior Management Team is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

#### d. School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

Staff should ensure they are familiar with the school e-Safety policy, and ask for clarification where needed.

They should sign the Staff Acceptable Internet Use agreement annually

Class teachers should ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each new school year.

#### e. Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

#### f. Portable storage media

Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device result sin an anti-virus message they should remove the device and immediately report to the ICT Administrator

Internet access atschool

#### g. Use of the Internet by pupils

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who passby.

Access for allpupils

In line with out inclusion policies across the school, we want to ensure that all out pupils have access to the Internet, particularly where this will directly support their learning.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014) We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
  - Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
    - They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
      - They are taught how to carry out simple checks for bias and misinformation
      - They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident – ICT Incident Log Book in the school office
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future

#### h. Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate pupil email accounts where necessary
- Pupils are not allowed to access personal e-mail using school Internet facilities

#### i. Social Networking (Facebook/Twitter etc)

Staff should note the seriousness of inappropriate use of social networking websites. However high you set your privacy settings you are vulnerable when you correspond with others who have not set their own security to the same level. Matters of concern are:

- Inappropriate pictures of staff
- Sending inappropriate images over the internet
- Writing comments about others that could be libellous

A search on sites such as Facebook and Instagram for "La Petite Ecole Bilingue" allows anyone potential access to your profile and correspondence. Therefore, if you use such

sites you must make sure that the School's name is not recorded anywhere in your own record. Staff should not make any comments about the School or work life on such sites.

Any correspondence with parents on social networking sites must be cleared by the Headmistress and this must include internet correspondence. No Staff must have any parent as a "friend" on any social networking site nor should any member of staff correspond with a pupil, either current or former. Should a child approach you and ask a member of staff to be a "friend" then the request must be refused. Should a member of staff ever approach a current or previous pupil to be a friend then this would be a serious breach of professional trust and as such would be a disciplinary matter. Similarly, any member of staff who is listed as a "friend" to a current or previous pupil will be asked to attend a disciplinary meeting. It must be understood that these measures are necessary to protect the reputation of members of staff and the school.

These networking websites are being investigated and the borough Kensington & Chelsea has already had closed down as there were adults pretending to be children using them to approach a school children. Even genuine use can be open to abuse or the hijacking of a user - teachers especially vulnerable. The school will be alerted if there is any cause for concern about any member of staff or pupil. Internally, the use of the internet at school is also being monitored and staff must not use networking websites when using a school computer. School facilities are intended for professional school use only.

## 5. Legal framework

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/251455/advice\\_on\\_child\\_internet\\_safety.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251455/advice_on_child_internet_safety.pdf)  
<http://www.lgfl.net/esafety/Pages/safeguarding.aspx>