



Steam Mills Primary School

Policy and Procedure: Confidentiality

STEAM MILLS PRIMARY SCHOOL

CONFIDENTIALITY POLICY

Date: Summer 2016

Review Date: Summer 2018

Approved by Governors: _____

Signed: _____ (Chair)

Every person in the school must practise confidentiality for all members, adults and children.

Aims and Implementations

- To enable parents/children/staff/governors to talk to other members of the school in complete confidence.
- To ensure that disclosures/information is not shared with others unnecessarily.
- To keep and store written records so that personal information remains private.
- Safeguarding Children issues are dealt with in accordance with guidelines.
- Governors' minutes must remain confidential until they are ratified at the next meeting.
- Sensitive issues are minuted separately and are not made public.
- Telephone numbers and addresses of staff and pupils should not be given to others without their permission and are not shown on the School website.
- KS2 SATs papers must be kept in a lockable cupboard until they are sent to the examiner.
- All members of staff, governors, parent helpers and volunteers must sign the confidentiality form.
- Meetings (as necessary) must be held in a confidential environment.
- Any breaches of confidentiality will be managed by the Head Teacher.

Special Needs

- All special needs records should be stored in a lockable filing cabinet.
- Special needs information should only be shared with relevant personnel.
- Special needs children must not be named in Governor minutes.

Related Documents

- Whistle blowing Policy
- Staff Induction Policy

This policy was written in line with DCSF guidelines.

STEAM MILLS PRIMARY SCHOOL

CONFIDENTIALITY POLICY

I acknowledge receipt of the Confidentiality Policy and agree to abide by its contents.

Signed _____

Print Name _____

Role within School _____

Date _____